



TOWN COUNCIL REGULAR MEETING MARCH 19, 2024 at 6:00 PM

Saratoga Town Hall, 110 E Spring Ave, Saratoga, WY 82331

AGENDA

CALL TO ORDER

- 1) Opening Ceremony
- 2) Roll Call: __Mayor Chuck Davis __Councilman Cooley __Councilwoman Beck
__Councilman Jerry Fluty

APPROVAL OF THE AGENDA

APPROVAL OF THE MINUTES

- 3) Minutes from March 5, 2024, Council Meeting

APPROVAL OF THE BILLS

- 4) Deposits - \$291,086.97
- 5) Accounts Payable - \$37,888.27
- 6) Transmittals- \$39,788.11
- 7) Payroll- \$36,279.31

CORRESPONDENCE

ITEMS FROM THE PUBLIC

- 8) Special Event Application - Amanda Escobedo Elevate Events
- 9) Representative Bob Davis - Legislative Update

COUNCIL COMMENTS

REPORTS FROM DEPARTMENTS

Town Hall

- 10) Matt Webster - Crowd Strike I.T. Back-Up Security Program
- 11) WAM-JPIC Board of Directors Official Ballot
- 12) Little League \$2100.00

Police Department

- 13) SHSP Grant
- 14) Dispatch Update

15) Hiring Update

Fire Department

16) Curtis Blitzfire Package Quote \$5,180.25

17) MES Quote \$1,607.98

18) New Member Savannah Wells

19) Fire Dept Budget

20) Truck 13 Back in Town, Back in Service

Recreation Department

Next meeting is April 1, 2024, at 6:00 PM at the Town Hall Council Chambers

21) Correction - Whisper Bunch Wage

Department of Public Works

22) Asphalt Crushing Bid

REPORTS FROM BOARDS AND COMMISSIONS

Water and Sewer Joint Power Board

Next meeting is April 10, 2024, at 5:30 PM at the PVCC

Planning Commission

Next meeting is April 9, 2024, at 5:30 PM at the Town Hall Council Chambers

Community Center Joint Powers Board

Next meeting is April 8, 2024, at 4:30 PM at the PVCC

Recreation Commission

Next meeting is April 1, 2024, at 6:00 PM at the Town Hall Council Chambers

Saratoga Airport Advisory Board

Next meeting is April 8, 2024, at 3:30 PM at the Town Hall Council Chambers

South Central Wyoming Emergency Medical Services Board

Next meeting is April 15, 2024 at 6:00 PM at the Saratoga Ambulance Barn

NEW BUSINESS

EXECUTIVE SESSION

To discuss personnel and matters of litigation in accordance with W.S. 16-4-405(a) (ii) and (iii)

Exit executive session noting no action was taken and to seal the minutes at HH:MM PM

FURTHER BUSINESS

ADJOURNMENT

**THE NEXT TOWN COUNCIL MEETING WILL BE ON
TUESDAY, April 2, 2024, AT 6:00 PM.**



**TOWN COUNCIL REGULAR MEETING
MARCH 05, 2024 at 6:00 PM**

Saratoga Town Hall, 110 E Spring Ave, Saratoga, WY 82331

MINUTES

CALL TO ORDER

Mayor Chuck Davis called for a moment of silence in honor of Councilman Jacob Fluty

- 1) Opening Ceremony
Mayor Chuck Davis called the meeting to order at 6:00 PM
- 2) Roll Call: __Mayor Chuck Davis __Councilman Cooley __Councilwoman Beck
__Councilman Jerry Fluty
All members of Council were present.

APPROVAL OF THE AGENDA

Motion was made to approve agenda for March 5, 2024, by Councilman Mike Cooley, second by Councilwoman Kathy Beck. Motion carried.

APPROVAL OF THE MINUTES

- 3) Minutes from February 06, 2024, Council Meeting

Motion was made to approve minutes from February 6, 2024, by Councilwoman Kathy Beck, second by Councilman Jerry Fluty. Motion carried.

APPROVAL OF THE BILLS

Councilman Jerry Fluty made a motion to approve financials from February 19, 2024, and March 5, 2024, second by Councilman Mike Cooley. Motion carried.

- 4) Deposits from 02/05/2024-02/18/2024 - \$ 339,839.99
- 5) Accounts Payable from 02/05/224-02/18/2024 -\$117,328.67
- 6) Transmittals from 02/05/2024 - 02/18/2024 \$9,882.84
- 7) Payroll from 02/05/2024-02/18/2024 - \$37,612.34
- 8) Deposits - \$109,883.00

- 9) Accounts Payable - \$56,852.19
- 10) Transmittals - \$17,213.93
- 11) Payroll - \$37,339.53

CORRESPONDENCE

- 12) WAM Voting Delegate for 2024 Summer Convention
Town Clerk Jennifer Anderson read a letter from WAM Finance Manager Earla Checchi requesting the Town of Saratoga appoint an official Voting Delegate and alternate for the Summer Convention. Councilwoman Kathy Beck volunteered.

A motion was made to appoint Councilwoman Kathy Beck as the voting delegate from the Town of Saratoga for the WAM Summer Convention Business meeting by Councilman Jerry Fluty, second by Councilman Mike Cooley. Motion carried.

ITEMS FROM THE PUBLIC

- 13) Union Wireless Broadband - Brian Woody, Tressa Barnes, David Ricley
David Ricley with Union Wireless presented a map with the area of focus to upgrade the broadband service. Union is being conservative with the area they are planning on updating, if they have time, they will be updating a larger area. These updates will not increase charges to customers. Starting date will be as soon as the ground thaws. Will be back when they have a firmer start date and will be in contact with updated information on a more consistent basis.

COUNCIL COMMENTS

Mayor Chuck Davis stated from January 2023 to January 2024, the council has worked diligently and accomplished many valuable projects. He offered his gratitude to all members of the council and town employees for their efforts and hard work.

REPORTS FROM DEPARTMENTS

Town Hall

- 14) Mountain States 2021/2022 Audit Invoice \$6,981.00

Motion was made to approve the invoice for the 2021/2022 audit in the amount of \$6,981.00 by Councilman Jerry Fluty, Councilman Mike Cooley. Motion carried.

Police Department

Chief Mike Morris stated in the last two weeks there have been 133 calls of service.

There is still discussion between CCSO and Town of Saratoga about combining dispatch. Chief Morris has a meeting with Sheriff Alex Bakken next week. They will be scheduling a Public Meeting to discuss the changes and address and concerns and questions.

The Police Department has 2 applications in the process of being approved for Police Officer positions.

Chief Morris stated they have started planning for Saratoga Days. The event seems to get bigger every year, last year went very smoothly, and he wants to keep that going in a positive direction.

Mayor Chuck Davis reiterated that the Town and Sheriff Bakken are visiting and researching any and all resolutions involving dispatch. Chief Morris and Sheriff Bakken are visiting joint dispatch centers around the state as well as having conversations with those Chiefs and Sheriffs.

15) CCSO MOU with Dispatch Invoice 2024-01-A \$12,625.00

Motion was made to pay invoice to CCSO in the amount of \$12,625.00 by Councilman Jerry Fluty second by Councilwoman Kathy Beck. Motion carried.

Fire Department

Mayor Chuck states he spoke with Creed James and was informed that Pumper Truck 13 is back in town and in service.

Recreation Department

Next meeting is April 1, 2024, at 6:00 PM at the Town Hall Council Chambers

Director Kim Hemenway stated she has started planning for upcoming pool season. Whisper Bunch, Pool Manager has met requirements and received certification to teach swimming lessons with that she would like to increase her wage by one dollar.

A motion to increase Whisper Bunch pay rate from \$16.00/hour to \$17.00/hour by Councilwoman Kathy Beck, second by Councilman Jerry Fluty. Motion carried.

Director Hemenway would like to implement a pay scale for Pool staff at being \$12.00/hour for cashier, \$13.00/hour for lifeguard, and \$14.00/hour for lead lifeguard or returning lifeguard.

Motion was made by Councilman Jerry Fluty and seconded by Councilman Mike Cooley to approve the Pool Staff Pay Scale. Motion carried.

16) Youth Basketball T-Shirt Bids

Motion to approve purchase for 118 T-shirts for Youth Basketball from the Outhouse in the amount of \$1357.00, made by Councilwoman Kathy Beck, second by Councilman Jerry Fluty. Motion carried.

17) Mountain Film on Tour

Department of Public Works

18) National Rural Water Association Annual Rally

Wyoming's National Director to NRWA, Mr. Chuck McVey and Water Operator Mr. Brandan Mistelske represented the Town of Saratoga at the 25th Annual Great American

Rural Water Association's Annual Rally in Washington D.C. After winning the state competition, the Town of Saratoga finished in the top 5 nationally. The Town of would like to thank the Water and Sewer Department for their hard work and efforts.

19) Grant Agreement ARPA LG-1407

Directory Emery Penner presented the formal ARPA Grant Agreement between the State of Wyoming, Office of State Lands and Investments and the Town of Saratoga.

Motion to approve Grant Agreement ARPA LG-1407 by Councilwoman Kathy Beck, second by Councilman Jerry Fluty. Motion carried.

20) SCCIJPB Level 2 Feasibility Study Application

Motion was made to approve the application for the Level 2 Feasibility Study and Resolution 2024-1 by Councilman Jerry Fluty, second by Councilman Mike Cooley. Motion carried.

21) TAMP OV Consulting Invoice #2933 \$24,510.72

Motion was made by Councilman Jerry Fluty to approve invoice #2933 from OV Consulting in the amount of \$24,510.72 for payment, second by Councilwoman Kathy Beck. Motion carried.

22) Pool Deck Repair

Motion to approve BH Contracting for demolition of the Wading Pool and Deck Repair for \$36,550.00 by Councilwoman Kathy Beck second by Councilman Jerry Fluty. Motion carried.

REPORTS FROM BOARDS AND COMMISSIONS

Water and Sewer Joint Power Board

Next meeting is March 13, 2024, at 5:30 PM at the PVCC

23) Invoice 02-14-2024 Reimbursement

Motion to approve invoice in the amount of \$33,686.73 made by Councilwoman Kathy Beck, second by Councilman Jerry Fluty, motion carried.

Community Center Joint Powers Board

Next meeting is March 11, 2024, at 4:30 PM at the PVCC

Planning Commission

Next meeting is March 12, 2024, at 5:30 PM at the Town Hall Council Chambers

Recreation Commission

Next meeting is April 1, 2024, at 6:00 PM at the Town Hall Council Chambers

Motion to approve Letters of Interest from Casey Jones, Patrick Donahue, and Sarah Wach as volunteers for the Rec board, made by Councilwoman Kathy Beck, second by Councilman Jerry Fluty. Motion carried.

- 24) Casey Jones Letter of Interest
- 25) Patrick Donahue Letter of Interest
- 26) Sarah Wach Letter of Interest

Saratoga Airport Advisory Board

Next meeting is March 11, 2024, at 3:30 PM at the Town Hall Council Chambers

South Central Wyoming Emergency Medical Services Board

Next meeting is March 18, 2024, at 6:00 PM

ADJOURNMENT

Motion to adjourn meeting at 6:59 PM made by Councilman Mike Cooley, second by Councilman Jerry Fluty. Motion carried.

**THE NEXT TOWN COUNCIL MEETING WILL BE ON
TUESDAY, MARCH 19, 2024, AT 6:00 PM.**

Mayor Chuck Davis

Jenn Anderson, Town Clerk

Report Criteria:
 Detail report.
 Invoices with totals above \$0.00 included.
 Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
3 P's Platte Valley Porta Pot & Septic									
7387	3 P's Platte Valley Porta Pot & Septic	1673	Weekly Cleaning Veterans Island (2)	03/07/2024	220.00	.00		10-444-262	324
Total 3 P's Platte Valley Porta Pot & Septic:					220.00	.00			
AMERICAN EXPRESS LOAD # 004105									
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	Adobe Subscription-2/21/24-TH	02/28/2024	21.19	.00		10-411-245	324
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	Amazon-Commercial Broom & Handle-	02/28/2024	102.98	.00		10-431-240	324
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	Amazon-Disinfecting Wipes-2/8/24-TH	02/28/2024	14.44	.00		10-411-240	324
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	Amazon-Keyboard-2/9/24-TH	02/28/2024	11.99	.00		10-411-240	324
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	Amazon-TP-2/7/24-HP	02/28/2024	59.35	.00		10-442-240	324
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	Amazon-Safety Switch-2/1/24-Sewer	02/28/2024	104.40	.00		52-532-650	324
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	Amazon-Phone Case-Screen Protector-	02/28/2024	36.94	.00		10-431-240	324
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	Amazon-Whistles-Yoga Bolster-Wipes	02/28/2024	362.45	.00		10-445-486	324
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	Amazon-QMark Motor-2/4/24-Water	02/28/2024	353.36	.00		51-531-250	324
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	Amazon-Clipboards-2/8/24-Rec	02/28/2024	21.88	.00		10-445-486	324
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	Amazon-Hand Towels-Rubber Gloves-2	02/28/2024	49.80	.00		10-442-240	324
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	Amazon-Kaboom-2/17/24-HP	02/28/2024	19.80	.00		10-442-240	324
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	Amazon-Pool Lights-Weights-2/24/24-S	02/28/2024	59.78	.00		10-441-240	324
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	Amazon-Binder Clips-2/2/24-TH	02/28/2024	16.99	.00		10-411-240	324
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	Amazon-Toilet Cleaner-1/29/24-HP	02/28/2024	28.32	.00		10-442-240	324
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	BT SBYB Inc-Training Books-2/9/24-TH	02/28/2024	68.52	.00		10-411-240	324
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	Expedia-Mosquito Training Travel-Carte	02/28/2024	194.46	.00		55-572-230	324
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	Grainger.com-Pump Controller-Lagoon	02/28/2024	543.97	.00		52-532-250	324
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	Hampton Inn-Lodging For Training-Whi	02/28/2024	326.62	.00		10-441-235	324
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	Menards-3" SCH80 90 Deg-Coupler-Ad	02/28/2024	151.87	.00		52-532-650	324
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	RDO Equipment-Dust Bowl-2/2/24-Stre	02/28/2024	60.08	.00		10-431-250	324
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	RNS Distributing-Sewer Guard-1/30/24-	02/28/2024	1,281.00	.00		52-532-650	324
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	Tru By Hilton-Lodging For Brenda-WAM	02/28/2024	307.64	.00		10-411-235	324
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	Tru By Hilton-Lodging For Jenn-WAM-2	02/28/2024	228.00	.00		10-411-235	324
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	Tru By Hilton-Lodging For Brenda-WAM	02/28/2024	178.82-	.00		10-411-235	324
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	USPS-Postage-1/31/24-Streets	02/28/2024	17.46	.00		10-431-310	324
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	Zoom-Membership-2/2/24-TH	02/28/2024	64.99	.00		10-411-245	324
1207	AMERICAN EXPRESS LOAD # 00410	004105-02292	Family Dollar-Supplies-2/15/24-PD	02/28/2024	31.43	.00		10-421-240	324

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
Total AMERICAN EXPRESS LOAD # 004105:					4,360.89	.00			
APEX Communications									
4795	APEX Communications	2106	Radio Install For Durango-Control Head	11/16/2023	471.42	.00		22-446-262	324
Total APEX Communications:					471.42	.00			
APG Media of the Rockies, LLC.									
7402	APG Media of the Rockies, LLC.	RDT-100893/0	Year Subscription	03/18/2024	145.40	.00		10-411-245	324
Total APG Media of the Rockies, LLC.:					145.40	.00			
BCN									
5860	BCN	23695850	Acct# 7267-Landline Long Distance-Ma	03/01/2024	6.18	.00		42-533-270	324
5860	BCN	23695850	Acct# 7267-Landline Long Distance-Ma	03/01/2024	6.18	.00		10-422-280	324
5860	BCN	23695850	Acct# 7267-Landline Long Distance-Fe	03/01/2024	6.18	.00		10-412-280	324
5860	BCN	23695850	Acct# 7267-Landline Long Distance-Fe	03/01/2024	29.16	.00		10-421-280	324
5860	BCN	23695850	Acct# 7267-Landline Long Distance-Fe	03/01/2024	6.18	.00		10-431-280	324
5860	BCN	23695850	Acct# 7267-Landline Long Distance-Fe	03/01/2024	29.17	.00		10-411-280	324
5860	BCN	23695850	Acct# 7267-Landline Long Distance-Fe	03/01/2024	2.65	.00		51-531-280	324
5860	BCN	23695850	Acct# 7267-Landline Long Distance-Fe	03/01/2024	2.65	.00		52-532-280	324
Total BCN:					88.35	.00			
Candy Mountain, LLC									
7106	Candy Mountain, LLC	751591	5 Gal Purified Water \$10 Each (7), Bottl	03/07/2024	50.00	.00		10-411-240	324
7106	Candy Mountain, LLC	751591	5 Gal Purified Water \$10 Each (7), Bottl	03/07/2024	50.00	.00		10-421-240	324
Total Candy Mountain, LLC:					100.00	.00			
Carbon Power & Light Inc.									
1725	Carbon Power & Light Inc.	166-0201-0301	Acct# 1314700-Kathy Glode Rstrms Me	03/01/2024	38.64	.00		10-444-270	324
1725	Carbon Power & Light Inc.	166-0201-0301	Acct# 1121500-112 S River Meter# 109	03/01/2024	223.72	.00		10-422-270	324
1725	Carbon Power & Light Inc.	166-0201-0301	Acct# 1317500-117 E Spring Meter# 84	03/01/2024	78.01	.00		10-422-270	324
1725	Carbon Power & Light Inc.	166-0201-0301	Acct# 1115800-Pumping Station Meter#	03/01/2024	214.44	.00		52-532-270	324
1725	Carbon Power & Light Inc.	166-0201-0301	Acct# 1130000-Kathy Glode Sprinkler	03/01/2024	30.00	.00		10-444-270	324
1725	Carbon Power & Light Inc.	166-0201-0301	Acct# 1130100-Maint Shop Meter# 114	03/01/2024	402.56	.00		10-431-270	324
1725	Carbon Power & Light Inc.	166-0201-0301	Acct# 1130400-Sewer Lift Meter# 1148	03/01/2024	47.04	.00		52-532-270	324
1725	Carbon Power & Light Inc.	166-0201-0301	Acct# 1130500-Street Lights-No Meter-	03/01/2024	4,334.67	.00		10-431-270	324

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
1725	Carbon Power & Light Inc.	166-0201-0301	Acct# 1130800-Swimming Pool Meter#	03/01/2024	403.58	.00		10-441-270	324
1725	Carbon Power & Light Inc.	166-0201-0301	Acct# 1130800-Swimming Pool Meter#	03/01/2024	1,210.76	.00		10-442-270	324
1725	Carbon Power & Light Inc.	166-0201-0301	Acct# 1131100-Water Tower Meter# 13	03/01/2024	117.38	.00		51-531-270	324
1725	Carbon Power & Light Inc.	166-0201-0301	Acct# 1144102-Tri Space Lake Meter#	03/01/2024	356.47	.00		10-443-270	324
1725	Carbon Power & Light Inc.	166-0201-0301	Acct# 1157302-Lake Pump #3 Meter# 1	03/01/2024	30.00	.00		10-443-270	324
1725	Carbon Power & Light Inc.	166-0201-0301	Acct# 1199800-Runway Lights Meter# 1	03/01/2024	154.11	.00		42-533-270	324
1725	Carbon Power & Light Inc.	166-0201-0301	Acct# 1225000-Veterans Island Meter#	03/01/2024	58.21	.00		10-444-270	324
1725	Carbon Power & Light Inc.	166-0201-0301	Acct# 1237500-Sewer Lagoon Meter# 8	03/01/2024	3,527.67	.00		52-532-270	324
1725	Carbon Power & Light Inc.	166-0201-0301	Acct# 1284100-New Beacon @ Airport	03/01/2024	30.00	.00		42-533-270	324
1725	Carbon Power & Light Inc.	166-0201-0301	Acct# 1288300-Rstrms @ Lake Meter#	03/01/2024	30.00	.00		10-443-270	324
1725	Carbon Power & Light Inc.	166-0201-0301	Acct# 1308900-River & Bridge Meter# 1	03/01/2024	125.45	.00		10-431-270	324
1725	Carbon Power & Light Inc.	166-0201-0301	Acct# 1309000-Bridge & 2nd Meter# 13	03/01/2024	108.50	.00		10-431-270	324
1725	Carbon Power & Light Inc.	166-0201-0301	Acct# 1321600-Airport Weather Station	03/01/2024	44.04	.00		42-533-270	324
1725	Carbon Power & Light Inc.	166-0201-0301	Acct# 1327900-1st & Spring Rstrms Me	03/01/2024	307.74	.00		10-431-270	324
1725	Carbon Power & Light Inc.	166-0201-0301	Acct# 1330501-PVCC Lights Meter# 11	03/01/2024	70.81	.00		10-410-262	324
1725	Carbon Power & Light Inc.	166-0201-0301	Acct# 7311300-110 E Spring Meter# 11	03/01/2024	246.87	.00		10-411-270	324
1725	Carbon Power & Light Inc.	166-0201-0301	Acct# 7311300-110 E Spring Meter# 11	03/01/2024	246.87	.00		10-421-270	324
1725	Carbon Power & Light Inc.	166-0201-0301	Acct# 7331200-Well Field Meter# 1749	03/01/2024	2,517.42	.00		51-531-270	324
1725	Carbon Power & Light Inc.	166-0201-0301	Acct# 7545800-Woods Field Meter# 13	03/01/2024	30.00	.00		10-444-270	324
Total Carbon Power & Light Inc.:					14,984.96	.00			
Energy Laboratories Inc (MA)									
2570	Energy Laboratories Inc (MA)	614296	Acct# S1316-Analysis Parameter Metal	02/26/2024	53.00	.00		51-531-498	324
Total Energy Laboratories Inc (MA):					53.00	.00			
HACH COMPANY									
2920	HACH COMPANY	13943332	Ammonia-TNT+-ULR-(0.015 to 2.0 MG/	03/01/2024	189.58	.00		52-532-241	324
2920	HACH COMPANY	13945616	Ammonia-TNT+-HR (2-47 MG/L) PK/25	03/04/2024	260.37	.00		52-532-241	324
Total HACH COMPANY:					449.95	.00			
Kylie M Waldrip, P.C.									
7410	Kylie M Waldrip, P.C.	3706	Professional Legal Services Rendered-	03/01/2024	148.00	.00		10-444-310	324
7410	Kylie M Waldrip, P.C.	3706	Professional Legal Services Rendered-	03/01/2024	74.00	.00		51-531-310	324
7410	Kylie M Waldrip, P.C.	3706	Professional Legal Services Rendered-	03/01/2024	74.00	.00		52-532-310	324
7410	Kylie M Waldrip, P.C.	3706	Professional Legal Services Rendered-	03/01/2024	37.00	.00		10-412-310	324

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
Total Kylie M Waldrip, P.C.:					333.00	.00			
Megan James									
7413	Megan James	02292024	Morning Mash Up Class Instruction-Feb	03/12/2024	199.00	.00		10-445-483	324
Total Megan James:					199.00	.00			
Norco Inc									
7148	Norco Inc	40066825	Acct# HO322-Cylinder Rent-February 2	02/29/2024	40.02	.00		10-431-240	324
Total Norco Inc:					40.02	.00			
Perue Printing									
4255	Perue Printing	02292024	Inv# 70672-Ream 11x17 Paper-TH	03/01/2024	18.95	.00		10-411-240	324
4255	Perue Printing	02292024	Inv# 70684-Legal Size Paper-TH	03/01/2024	84.95	.00		10-411-240	324
4255	Perue Printing	02292024	Inv# 70674-Box G2 Pens-Box Paperma	03/01/2024	41.90	.00		10-421-240	324
4255	Perue Printing	02292024	Inv# JB42766-Deposit Books-TH	03/01/2024	179.00	.00		10-411-240	324
Total Perue Printing:					324.80	.00			
Rocky Mountain Battery LLC									
7692	Rocky Mountain Battery LLC	44410825	MTP-78DT Battery-Reimbursed By McV	03/06/2024	142.95	.00		10-411-240	324
Total Rocky Mountain Battery LLC:					142.95	.00			
Sanchez Lawn and Maintenance									
7694	Sanchez Lawn and Maintenance	2082	Snow Removal-Clear Taxi-Hangers-Lan	01/22/2024	3,000.00	.00		42-533-484	324
Total Sanchez Lawn and Maintenance:					3,000.00	.00			
Saratoga Sun									
4940	Saratoga Sun	02292024	Inv# 39046-5" Class Ad-Street Operator	02/29/2024	60.00	.00		10-431-220	324
4940	Saratoga Sun	02292024	Inv# 39052-Legal# 8804-Gross Wages-	02/29/2024	160.00	.00		10-411-220	324
4940	Saratoga Sun	02292024	Inv# 39099-6" Class Ad-Street Operator	02/29/2024	60.00	.00		10-431-220	324
4940	Saratoga Sun	02292024	Inv# 39118-Legal# 8815-Council Minute	02/29/2024	720.00	.00		10-411-220	324
4940	Saratoga Sun	02292024	Inv# 39121-Manual Checks-2/15/24-TH	02/29/2024	40.00	.00		10-411-220	324
4940	Saratoga Sun	02292024	Inv# 39131-6" Class Ad-Streets Operat	02/29/2024	60.00	.00		10-431-220	324
4940	Saratoga Sun	02292024	Inv# 39242-Legal# 8816-Cash Req-2/1	02/29/2024	90.00	.00		10-411-220	324
4940	Saratoga Sun	02292024	Inv# 39183-Legal# 8818-S River Street	02/29/2024	540.00	.00		50-450-325	324

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
Total Saratoga Sun:					1,730.00	.00			
Shively Hardware Co (Town# 28210)									
5015	Shively Hardware Co (Town# 28210)	02292024	Inv# 95739-2" SCH80 Adapter-2/27/24-	02/29/2024	77.94	.00		52-532-650	324
5015	Shively Hardware Co (Town# 28210)	02292024	Inv# 95740-8oz Air Freshener-2/27/24-	02/29/2024	8.49	.00		52-532-241	324
5015	Shively Hardware Co (Town# 28210)	02292024	Inv# 95758-1 1/2x4 SCH80 Nipple (2)-	02/29/2024	117.42	.00		52-532-650	324
5015	Shively Hardware Co (Town# 28210)	02292024	Inv# 95764-3.5GPF Closet Valve-2/28/2	02/29/2024	479.97	.00		10-442-262	324
5015	Shively Hardware Co (Town# 28210)	02292024	Inv# 95844-4" SCH80 Elbow (4)-2" SC	02/29/2024	221.72	.00		52-532-650	324
5015	Shively Hardware Co (Town# 28210)	02292024	Inv# 95853-Contractor Trash Bags-2/29	02/29/2024	45.98	.00		10-431-240	324
Total Shively Hardware Co (Town# 28210):					951.52	.00			
South Central Wyoming EMS Joint Powers B									
6985	South Central Wyoming EMS Joint Pow	194	BLS Class (CPR) For Morris & Patterso	12/20/2023	30.00	.00		10-421-235	324
Total South Central Wyoming EMS Joint Powers B:					30.00	.00			
Stinker Stores, Inc									
7438	Stinker Stores, Inc	K378-0229202	Card# 4817401-80.025 Gal-February 2	03/01/2024	233.31	.00		51-531-256	324
7438	Stinker Stores, Inc	K378-0229202	Card# 4817402-24.447 Gal-February 2	03/01/2024	60.27	.00		52-532-256	324
7438	Stinker Stores, Inc	K378-0229202	Card# 4817673-190.977 Gal-February	03/01/2024	613.25	.00		10-431-256	324
7438	Stinker Stores, Inc	K378-0229202	Card# 4817837-38.113 Gal-February 2	03/01/2024	126.66	.00		10-431-256	324
7438	Stinker Stores, Inc	K378-0229202	Card# 9649367-14.145 Gal-February 2	03/01/2024	10.13	.00		10-412-256	324
7438	Stinker Stores, Inc	K378-0229202	Card# 9649367-14.145 Gal-February 2	03/01/2024	10.13	.00		10-431-256	324
7438	Stinker Stores, Inc	K378-0229202	Card# 9649367-14.145 Gal-February 2	03/01/2024	10.13	.00		51-531-256	324
7438	Stinker Stores, Inc	K378-0229202	Card# 9649367-14.145 Gal-February 2	03/01/2024	10.14	.00		52-532-256	324
7438	Stinker Stores, Inc	K378-0229202	Card# 4817420-143.171 Gal-February	03/01/2024	485.70	.00		10-421-256	324
7438	Stinker Stores, Inc	K378-0229202	Card# 4817779-34.991 Gal-February 2	03/01/2024	98.54	.00		55-571-256	324
7438	Stinker Stores, Inc	K378-0229202	Card# 9649134-100.413 Gal-February	03/01/2024	146.66	.00		51-531-256	324
7438	Stinker Stores, Inc	K378-0229202	Card# 9649134-100.413 Gal-February	03/01/2024	146.66	.00		52-532-256	324
7438	Stinker Stores, Inc	K378-0229202	Card# 9649275-84.853 Gal-February 2	03/01/2024	212.22	.00		10-421-256	324
7438	Stinker Stores, Inc	K378-0229202	Card# 9649130-15.031 Gal-February 2	03/01/2024	36.33	.00		10-421-256	324
7438	Stinker Stores, Inc	K378-0229202	Card# 4817866-47 Gal-February 2024	03/01/2024	161.36	.00		10-422-256	324
7438	Stinker Stores, Inc	K378-0229202	Card# 4817686-15.398 Gal-February 2	03/01/2024	40.14	.00		10-431-256	324
Total Stinker Stores, Inc:					2,401.63	.00			
Sundahl, Powers, Kapp & Martin, LLC									
7551	Sundahl, Powers, Kapp & Martin, LLC	16205	Professional Legal Services Rendered-	03/13/2024	47.56	.00		10-411-310	324

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
7551	Sundahl, Powers, Kapp & Martin, LLC	16205	Professional Legal Services Rendered-	03/13/2024	2,732.00	.00		10-411-760	324
7551	Sundahl, Powers, Kapp & Martin, LLC	16205	Professional Legal Services Rendered-	03/13/2024	384.25	.00		10-421-310	324
Total Sundahl, Powers, Kapp & Martin, LLC:					3,163.81	.00			
The Outhouse Gift Shop									
7565	The Outhouse Gift Shop	0324-1	Jerzee Dri Power 50/50 Tees (117)-Yout	03/14/2024	1,345.50	.00		10-445-493	324
Total The Outhouse Gift Shop:					1,345.50	.00			
Timber Line Electric & Control Corporati									
7006	Timber Line Electric & Control Corporati	22171	IGC/Advantage Software Renewal-5/4/	03/06/2024	1,410.00	.00		51-531-245	324
Total Timber Line Electric & Control Corporati:					1,410.00	.00			
TW Enterprises									
7534	TW Enterprises	03082024	Inv# 67946-50/50 CoolantQ-Heater Blo	03/08/2024	814.82	.00		51-531-250	324
Total TW Enterprises:					814.82	.00			
Upper Platte River Solid Waste Disposal									
7528	Upper Platte River Solid Waste Disposa	49624	Excess Fees Invoice-February 2024	02/28/2024	315.00	.00		10-431-262	324
Total Upper Platte River Solid Waste Disposal:					315.00	.00			
Valerie Larscheid									
6981	Valerie Larscheid	02292024	Low Impact Fitness Class Instruction-F	03/12/2024	89.00	.00		10-445-483	324
6981	Valerie Larscheid	02292024	Fitness Spinning Class Instruction-Febr	03/12/2024	137.00	.00		10-445-483	324
Total Valerie Larscheid:					226.00	.00			
WYOMING RETIREMENT SYSTEM									
6205	WYOMING RETIREMENT SYSTEM	250958	Volunteer Firefighter and EMT Pension-	03/06/2024	506.25	.00		10-422-170	324
Total WYOMING RETIREMENT SYSTEM:					506.25	.00			
Wyoming State Board of Pharmacy									
7725	Wyoming State Board of Pharmacy	03142024	Wyoming Controlled Substance Registr	03/14/2024	80.00	.00		10-421-245	324

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	GL Acct No	GL Period
Total Wyoming State Board of Pharmacy:					80.00	.00			
Grand Totals:					<u>37,888.27</u>	<u>.00</u>			

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Due Date	Discount Lost Due Date	Vendor Number	Vendor Name	Invoice Number	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Pay	Partial Pmt Amt	Part Pmt Disc Amt
04/06/2024		7387	3 P's Platte Valley Porta Po	1673	220.00	.00	.00	220.00			
03/29/2024		1207	AMERICAN EXPRESS LO	004105-0229	4,329.46	.00	.00	4,329.46			
03/29/2024		1207	AMERICAN EXPRESS LO	004105-0229	31.43	.00	.00	31.43			
12/16/2023		4795	APEX Communications	2106	471.42	.00	.00	471.42			
04/03/2024		7402	APG Media of the Rockies,	RDT-100893/	145.40	.00	.00	145.40			
03/01/2024		5860	BCN	23695850	88.35	.00	.00	88.35			
04/06/2024		7106	Candy Mountain, LLC	751591	100.00	.00	.00	100.00			
03/18/2024		1725	Carbon Power & Light Inc.	166-0201-03	14,984.96	.00	.00	14,984.96			
03/26/2024		2570	Energy Laboratories Inc (M	614296	53.00	.00	.00	53.00			
04/01/2024		2920	HACH COMPANY	13943332	189.58	.00	.00	189.58			
04/04/2024		2920	HACH COMPANY	13945616	260.37	.00	.00	260.37			
03/31/2024		7410	Kylie M Waldrip, P.C.	3706	333.00	.00	.00	333.00			
03/12/2024		7413	Megan James	02292024	199.00	.00	.00	199.00			
02/29/2024		7148	Norco Inc	40066825	40.02	.00	.00	40.02			
04/01/2024		4255	Perue Printing	02292024	324.80	.00	.00	324.80			
04/06/2024		7692	Rocky Mountain Battery LL	44410825	142.95	.00	.00	142.95			
01/22/2024		7694	Sanchez Lawn and Mainte	2082	3,000.00	.00	.00	3,000.00			
03/30/2024		4940	Saratoga Sun	02292024	1,730.00	.00	.00	1,730.00			
03/31/2024		5015	Shively Hardware Co (Tow	02292024	2,874.71	.00	.00	2,874.71			
12/26/2023		6985	South Central Wyoming E	194	30.00	.00	.00	30.00			
04/01/2024		7438	Stinker Stores, Inc	K378-022920	2,401.63	.00	.00	2,401.63			
03/13/2024		7551	Sundahl, Powers, Kapp &	16205	3,163.81	.00	.00	3,163.81			
03/14/2024		7565	The Outhouse Gift Shop	0324-1	1,345.50	.00	.00	1,345.50			
04/05/2024		7006	Timber Line Electric & Cont	22171	1,410.00	.00	.00	1,410.00			
03/08/2024		7534	TW Enterprises	03082024	814.82	.00	.00	814.82			
03/29/2024		7528	Upper Platte River Solid W	49624	315.00	.00	.00	315.00			
03/12/2024		6981	Valerie Larscheid	02292024	226.00	.00	.00	226.00			
04/12/2024		6205	WYOMING RETIREMENT	250958	506.25	.00	.00	506.25			
03/14/2024		7725	Wyoming State Board of P	03142024	80.00	.00	.00	80.00			
Grand Totals:				29	39,811.46	.00	.00	39,811.46			

Cash Requirements Summary

Date	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Net Cumulative Amount
12/16/2023	471.42	.00	.00	471.42	471.42
12/26/2023	30.00	.00	.00	30.00	501.42
01/22/2024	3,000.00	.00	.00	3,000.00	3,501.42
02/29/2024	40.02	.00	.00	40.02	3,541.44
03/01/2024	88.35	.00	.00	88.35	3,629.79
03/08/2024	814.82	.00	.00	814.82	4,444.61
03/12/2024	425.00	.00	.00	425.00	4,869.61
03/13/2024	3,163.81	.00	.00	3,163.81	8,033.42
03/14/2024	1,425.50	.00	.00	1,425.50	9,458.92
03/18/2024	14,984.96	.00	.00	14,984.96	24,443.88
03/26/2024	53.00	.00	.00	53.00	24,496.88
03/29/2024	4,675.89	.00	.00	4,675.89	29,172.77
03/30/2024	1,730.00	.00	.00	1,730.00	30,902.77
03/31/2024	3,207.71	.00	.00	3,207.71	34,110.48
04/01/2024	2,916.01	.00	.00	2,916.01	37,026.49
04/03/2024	145.40	.00	.00	145.40	37,171.89
04/04/2024	260.37	.00	.00	260.37	37,432.26

Cash Requirements Summary

Date	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Net Cumulative Amount
04/05/2024	1,410.00	.00	.00	1,410.00	38,842.26
04/06/2024	462.95	.00	.00	462.95	39,305.21
04/12/2024	506.25	.00	.00	506.25	39,811.46
Grand Totals:	39,811.46	.00	.00	39,811.46	

Report Criteria:
 Paid transmittals included

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount
31320241							
5	BLUE CROSS & BLUE SH	31320241	03/10/2024	90-00	ACCOUNT # 2483060001 Health Ins Pay Period: 3/10/2024	10-212700	31,721.13
5	BLUE CROSS & BLUE SH	31320241	03/10/2024	90-00	ACCOUNT # 2483060001	10-212700	1,074.61
Total 31320241:							30,646.52
31320242							
1	EFTPS -TAXES	31320242	03/10/2024	74-00	FICA/FWT/WITHHOLDING DEPOSIT Social Security Pay Period: 3/10/2024	10-212100	2,721.70
1	EFTPS -TAXES	31320242	03/10/2024	74-00	FICA/FWT/WITHHOLDING DEPOSIT Social Security Pay Period: 3/10/2024	10-212100	2,721.70
1	EFTPS -TAXES	31320242	03/10/2024	75-00	FICA/FWT/WITHHOLDING DEPOSIT Medicare Pay Period: 3/10/2024	10-212100	636.53
1	EFTPS -TAXES	31320242	03/10/2024	75-00	FICA/FWT/WITHHOLDING DEPOSIT Medicare Pay Period: 3/10/2024	10-212100	636.53
1	EFTPS -TAXES	31320242	03/10/2024	76-00	FICA/FWT/WITHHOLDING DEPOSIT Federal Withholding Tax Pay Period: 3/10/	10-212200	2,235.13
Total 31320242:							8,951.59
31320243							
3	GREAT-WEST TRUST CO	31320243	03/10/2024	55-01	457 CONTRIBUTION Deferred Comp - Pre Tax Pay Period: 3/10/2024	10-212500	110.00
3	GREAT-WEST TRUST CO	31320243	03/10/2024	55-02	457 CONTRIBUTION Deferred Comp - Roth Pay Period: 3/10/2024	10-212500	80.00
Total 31320243:							190.00
Grand Totals:							39,788.11

Report Criteria:

Includes the following check types:
Manual, Payroll, Void
Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee ID	Description	GL Account	Amount
03/10/2024	PC	03/14/2024	52683	261		01-112000	106.61-
03/10/2024	PC	03/14/2024	52684	271		01-112000	176.34-
03/10/2024	PC	03/14/2024	52685	19		01-112000	2,600.56-
03/10/2024	PC	03/14/2024	3142024	46		01-112000	1,390.65-
03/10/2024	PC	03/14/2024	3142024	48		01-112000	2,268.50-
03/10/2024	PC	03/14/2024	3142024	49		01-112000	2,018.52-
03/10/2024	PC	03/14/2024	3142024	70		01-112000	157.03-
03/10/2024	PC	03/14/2024	3142024	71		01-112000	733.03-
03/10/2024	PC	03/14/2024	3142024	78		01-112000	1,215.98-
03/10/2024	PC	03/14/2024	3142024	86		01-112000	452.88-
03/10/2024	PC	03/14/2024	3142024	111		01-112000	1,471.40-
03/10/2024	PC	03/14/2024	3142024	134		01-112000	2,042.53-
03/10/2024	PC	03/14/2024	3142025	112		01-112000	2,361.98-
03/10/2024	PC	03/14/2024	3142025	40		01-112000	1,813.15-
03/10/2024	PC	03/14/2024	3142025	88		01-112000	1,382.61-
03/10/2024	PC	03/14/2024	3142025	201		01-112000	217.66-
03/10/2024	PC	03/14/2024	3142025	202		01-112000	99.23-
03/10/2024	PC	03/14/2024	3142025	216		01-112000	287.70-
03/10/2024	PC	03/14/2024	3142025	217		01-112000	287.70-
03/10/2024	PC	03/14/2024	3142025	226		01-112000	1,337.42-
03/10/2024	PC	03/14/2024	3142025	245		01-112000	1,965.44-
03/10/2024	PC	03/14/2024	3142025	247		01-112000	1,519.45-
03/10/2024	PC	03/14/2024	3142026	238		01-112000	102.18-
03/10/2024	PC	03/14/2024	3142026	264		01-112000	2,949.35-
03/10/2024	PC	03/14/2024	3142026	265		01-112000	1,402.14-
03/10/2024	PC	03/14/2024	3142026	266		01-112000	1,327.78-
03/10/2024	PC	03/14/2024	3142026	235		01-112000	1,541.41-
03/10/2024	PC	03/14/2024	3142026	268		01-112000	94.20-
03/10/2024	PC	03/14/2024	3142026	269		01-112000	1,516.17-
03/10/2024	PC	03/14/2024	3142026	263		01-112000	1,439.71-
Grand Totals:							<u>36,279.31-</u>
							<u>30</u>

TOWN OF SARATOGA

P.O. BOX 486
110 E. Spring Avenue
SARATOGA, WYOMING 82331



Item 8)

Special Events Application

Thank you for your interest in holding a special event in the Town of Saratoga. To assist with the orderly conduct of your special event, help make your experience rewarding and the event successful we ask that you take the time to carefully review and fill out the enclosed application.

DISCLAIMER

NOTICE: You are financially responsible for your acts of negligence and may be financially responsible for the negligent acts of others involved in this event. You are encouraged to obtain insurance for this activity. You and participants in the activity are not insured by the Town of Saratoga*.

*The Town of Saratoga is a governmental entity subject to the Wyoming Governmental Claims Act, the Wyoming Constitution, Wyoming Statutes and a member of the Local Government Liability Pool. As such the Town may not indemnify another or add as an additional insured any other person or entity. The Town of Saratoga is insured for only the negligence of *its employees* up to the maximum claim allowable by law against the Town. The Town does not waive their sovereign immunity by entering into this agreement, and the Town fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this event.

A complete application, which includes all insurance documentation, where applicable, must be submitted to the Town of Saratoga **at least thirty (30) days prior to the scheduled event.**

The governing body may waive the thirty (30) day requirement under extraordinary circumstances however no applicant shall be entitled to more than one (1) request for a waiver in a calendar year.

All untimely submittals may be denied. The submittal of the Special Event Application in no way obligates the Town of Saratoga to issue a Application for event. The issuance of a Special Event Application by the Town of Saratoga, in no way implies that the Town of Saratoga is sponsoring, sanctioning, or is any way responsible for the special event, or the conduct of its participants.

The approval of the special event is not final until approval by the Saratoga Town Council. Due to the increased interest of conducting events throughout our community and the associated costs that burden the Town of Saratoga, we ask that you review the enclosed fee schedule when planning your event. Again, thank you for planning your special event in the Town of Saratoga and we look forward to working with you in promoting a safe, secure and successful event.

Sincerely,

Jennifer Anderson
Town Clerk

TOWN OF SARATOGA
SPECIAL EVENTS APPLICATION

Applicant Name: Amanda Escobedo	Organization: Elevate events and Design
Address: 7110 Danni Grace Cir	Address:
City/State/Zip Cheyenne, WY 82009	City/State/Zip
Phone: _____ Cell: (307) 640-7167 e-mail: Amanda@elevateeventswyo.com	Phone: _____ Cell: _____ e-mail: _____
Date of the Event: 08/10/2024	Start Time for Event: 3 PM
Location of Event: Riviera Motor Lodge - on the lawn as well as on E Saratoga Ave just South of the lodge.	End Time for Event: 11 PM

Please check one:

() SMALL EVENT – less than 49 participants

(x) LARGE EVENT – more than 50 participants

Describe briefly the proposed event.

~~This request is for the wedding reception of my clients, Megan Martin and Jay Buszkiewicz. We will be serving dinner and drinks as well as having all of the traditional events of a wedding reception such as dancing and music. We are open to adjusting times if necessary. Thank you so much for your consideration.~~

Use additional sheet if necessary.

Location of the event(please be specific)

The lawn of the Riviera Motor Lodge as well as a tent on E Saratoga Ave just to the South of the lodge.

Schedule of event or events (attach by date the tentative activity planned for each location chosen).

Approximate number of participants expected: 190

Approximate number of support staff/volunteers: 15

Number of vehicles anticipated and parking requirements: 50-60 vehicles potentially, everyone would

Park in the Riviera Motor Lodge parking lot.

Will town property be used for this event: _____

() yes (x) no (if yes, please explain fully)

❖ There is **NO CAMPING ALLOWED** within the Saratoga Town Limits and violators will be cited.

Coordination with the Town of Saratoga Department of Public Works (DPW)

Item 8)

- What traffic control or parking issues are you anticipating: _____

See street closure application.

- What parking plan have you in place: _____ If we are able to have the tent on Saratoga Ave, we wc

would have enough parking in the Riviera's parking lot.

- What services do you require from the Police Department or DPW? :

None.

- What are your security plans: : _____ Our team is able to monitor for security issues and would

notify the proper authorities.

- What services are required from the Fire Department? : _____ None.

- What services are required from the Planning Commission? : _____ None.

- What plans have you made for garbage containment and removal? _____ We will be renting

Additional trash receptacles.

- What plans have you made for sanitary control/portable toilets?: _____ Guests will use the

restrooms at the Riviera Lodge and we will rent port-a-potties additionally if necessary.

- Will you be serving food? If yes, have you contacted the State of Wyoming Certified Food Safety Professional at 307-326-8001 for food service requirements: _____ We will be using

A professional caterer for this wedding event.

- Alcoholic Beverages: Describe the location of any alcohol sales or serving stations, liquor license to be used, measures to insure proper ID for purchases and list persons supervising the operations.

We will be using the Lazy River Cantina for the bar catering and they we will be providing TIPS trained

bartenders who will be checking ID's on any guest that looks 30 YOA or younger, which is the recomme

- Liquor Liability insurance to be required as described in Special Events Conditions #5.

- Any other request by applicant: : _____

- Name of persons who will be "in charge" at the site/activity: : _____ Amanda Escobedo

with Elevate Events and Design (we are the couple's wedding planning and production team)

On-site

Manager: Amanda Escobedo

Home Phone: _____ Cell Phone: (307) 640-7167

Alternate On-site Manager

Home Phone: _____ Cell Phone: _____

Insurance Information: (if applicable)

Name of Insurance

Company: Liberty Mutual Insurance

Address: PO box 188065

Phone Number: 800-965-7132

Contact Person: Curtis Luken

Policy Number: BKS65765881

Please provide Certificate of Insurance naming the Town of Saratoga as an additional insured,

Billing Address (if different than previously identified)

Firm/Name: _____

Street Address: _____

City/State/Zip: _____

Fax Number: _____

Phone: _____

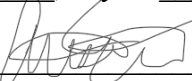
Special Terms and Conditions to the Special Event Application

By submitting and signing this Application, the applicant/organization hereby agrees to comply with the Town of Saratoga Special Event conditions (attached hereto and made a part thereof) and further agrees not to violate any Federal, State, County or municipal laws, rules or regulations. Applicant further agrees to be bound by all Saratoga municipal codes in the conduct of the requested special event.

In consideration for permission to conduct its special event, applicant agrees to indemnify, defend and hold harmless the Town of Saratoga, its officers, agents, employees and volunteers, (including the payment of the Town's attorney's fees incurred in defense of the same) from any and all damage to property, injury to, or death of any person and from any and all liability, claims, actions or judgments which may arise from the proposed activity.

The Town of Saratoga, its employees, appointed and elected officials hereby preserve any and all immunity available to them pursuant to Wyoming law and the Wyoming Governmental Claims Act, and nothing contained herein shall be deemed to be a waiver of its immunity.

Dated this 7th, day of March, 202024


Applicant Signature



What other agencies or groups have you contacted?
Have you received Applications from these agencies for your event (IF APPLICABLE)?
Please circle applicable agencies and attach a copy of the Application.

- Saratoga Planning Commissioners –(zoning issue if event is not an applicable use)
- Zoning and Planning Officer – (events requiring zoning clarification)
- Saratoga Department of Public Works (street closures – use of public parks)
- Saratoga Police Department: (events with alcohol sales or use – crowd control)
- Wyoming Highway Department –(parades or use of Highway 130/230)

**TOWN OF SARATOGA
SPECIAL EVENTS SIGN OFF SHEET**

Proposed Special Event: _____

Date of Special Event: _____

Approved: _____ Date: _____
 Planning and Zoning Officer

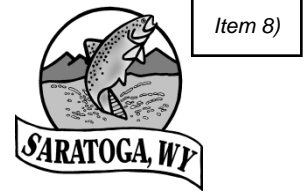
Approved: _____ Date: _____
 DPW Supervisor

Approved: _____ Date: _____
 Police Chief

Approved: _____ Date: _____
 Fire Chief

Approved: _____ Date: _____
 Planning Commission

Approved: _____ Date: _____
 Town Council



TOWN OF SARATOGA SPECIAL EVENTS APPLICATION CONDITIONS

Please initial each condition as read

1. ^{AE} Application holder shall obey all Federal, State, and local rules, regulations and laws. Application holder shall obey all Town of Saratoga municipal ordinances, rules and guidelines pertaining to the use of Town property, including the location and storage of vehicles and equipment, crowd control, and the restoration of premises to their original condition after the use for the special event.

2. ^{AE} Application holder shall confine its activities to the location and time schedules approved for the Application. Traffic control shall be maintained as approved by the Saratoga Police Department and configured by the Saratoga Public Works Department when events are conducted on Town streets or on Town property.

3. ^{AE} Reference to or the use thereof of the Town of Saratoga Logo is strictly prohibited in advertising of the event, unless prior written approval is granted by the Town of Saratoga.

4. ^{AE} Application holder does hereby covenant and agree to indemnify and hold harmless the Town of Saratoga harmless from any and all loss, cost, damages, injuries, judgment and claims of any kind, including and an all costs, including any attorney's fees, on account of personal injury or property damage resulting from any activity of Application holder.

5. ^{AE} In no way limiting the indemnity agreement above, Application holder will furnish to the Town of Saratoga a certificate of insurance providing liability, casualty and property coverage acceptable to its legal department showing combined single limit coverage for death or bodily injury, property damage or loss, marine and fire protection, or the equivalent of such coverage, not less than \$1,000,000.00. Applicant shall, if given permission to sell liquor, provide insurance enforcement for liquor liability naming the Town of Saratoga as additional insured for the amount of at least \$1,000,000.00. The Town of Saratoga, including its officials, employees and agents, shall be named an additional insured in the liability policy. Contractual liability coverage insuring the obligations of this agreement is also required. The insurance cannot be cancelled or substantially modified without ten (10) days notice to the Clerk of the Town of Saratoga.

6. ^{AE} Application holder shall reimburse the Town of Saratoga for costs incurred in the use of Town equipment and assignment of municipal employees to duty in connection with the special event activities. A schedule of expected costs shall be prepared by the Saratoga Department of Public Works Supervisor after identification of the municipal sites to be used for the special event. Application holder shall post a cash bond as a refundable deposit against the estimated cost when requested.

7. AE Neither the Application holder, nor its agent, employees, servants or helpers shall be or deemed to be, the employee, agent or servant of the Town of Saratoga. None of the benefits provided by the Town of Saratoga to its employees, including, but not limited to medical insurance, compensation insurance, and unemployment insurance are available to Application holder or its employees, agents, servants or helpers.

8. AR Fees shall be charged for the use of Town Property: Application holder shall not conduct any event on Town property intended to attract or entertain the public or charge fees to spectators without specific approval of the Town of Saratoga in writing. No alterations or changes to Town owned property would be allowed without prior written permission from the Town Council or their designee.

9. AE Additional Applications and fees may be required for use of facilities of the Town of Saratoga and entry upon areas subject to special security requirements, such as the Saratoga Lake area, Veterans Island, Kathy Glode Park or the Hot Pool and Municipal Pool areas. Use of such facilities and areas may be further conditional upon assurances of compliance with security and other requirements of these facilities.

10. AE Application holder shall designate a local agent to sign this Application application who shall have the authority to represent them in all matters relating to exercise of the privileges herein granted and who shall be responsible for compliance with these conditions.

11. AE Arrangements for use of Town property, (i.e. building, streets/alleys, sidewalks, parks or other public places or property) owned by the Town must be approved by the Town Clerk in writing in advance of the actual event.

12. AE If Application holder finds it necessary or desirable to use Town equipment, only Town employees will be allowed to operate said equipment, unless prior arrangements in writing are made and then only with the prior approval of the DPW Supervisor.

13. AE The Application holder will be required to reimburse the Town as provided for contracting/ use of town services, equipment, building, or if not addressed, for the wages due the employees, calculated at their regular hourly overtime rate and including all withholdings required by the federal and state governments. In addition, the Application holder will be responsible for reimbursing the Town for additional bookkeeping or clerical costs.

15. AE Application holder shall be responsible for all additional costs incurred by the Town of Saratoga for garbage and sanitary clean-up due to the special event.

Application approved:

Mayor /Clerk

Date: _____



TOWN OF SARATOGA

PO BOX 486

PHONE: 326-8335

APPLICATION FOR STREET CLOSURE

DATE: 03/07/2024

A street closure permit issued by the Town of Saratoga authorizes any person holding the authority to temporarily close any area to vehicular traffic for any gatherings within the municipal boundaries of the Town of Saratoga, and under the Town of Saratoga Municipal Code 5.08.220

APPLICANT NAME: Amanda Escobedo

BUSINESS NAME: Elevate Events and Design

BUSINESS ADDRESS: 7110 Danni Grace Cir Cheyenne WY 82009 United States

PHONE NO. (307) 640-7167

REASON FOR PERMIT REQUEST: Megan Martin and Jay Buszkewic's wedding

LOCATION OF OFF -PREMISES: _____

DATE(S) REQUESTED: 8/9/2024 - 8/11/24 TIME: _____

ORIGINAL PERMIT REQUEST

TIME: _____ STREET: E. Saratoga Ave - on the south side of the Riviera Motor Lodge

ADDITIONAL REQUEST:

TIME: _____ STREET: _____

TIME: _____ STREET: _____

PARKING LOT CLOSURE: _____ TIME: _____

RE-ROUTE TRAFFIC: _____

The applicant agrees to comply fully with the Saratoga Municipal Code governing the license requested, and further declares that the foregoing information contained in this application is true and correct.

Applicant Signature: Date: 03/07/2024

STATE of WYOMING)

SS

COUNTY of CARBON)

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public

My Commission expires: _____

THE FOLLOWING IS FOR OFFICIAL USE ONLY

APPROVED BY: _____ DATE: _____

MAYOR SIGNATURE

APPROVED BY: _____ DATE: _____

CLERK SIGNATURE



CERTIFICATE OF LIABILITY INSURANCE

DATE (M)	Item 8)
01-21-20	

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Liberty Mutual Insurance PO Box 188065 Fairfield OH 45018		CONTACT NAME: PHONE (A/C No. Ext): 800-962-7132 FAX (A/C, No): 800-845-3666 E-MAIL ADDRESS: BusinessService@LibertyMutual.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Ohio Security Insurance Company	NAIC # 24082
INSURED Elevate Events And Design Llc 7110 Danni Grace Cir Cheyenne WY 82009		INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 0097869222

REVISION NUMBER: 2016-03

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			BKS65765881	01-20-2023	01-20-2024	EACH OCCURRENCE \$ 1,000,000.00	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000.00	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		X				X	MED EXP (Any one person) \$ 15,000.00
	OTHER:							PERSONAL & ADV INJURY \$ 1,000,000.00
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$	
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$	
	<input type="checkbox"/> OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$	
	<input type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$	
	<input type="checkbox"/> SCHEDULED AUTOS						\$	
	<input type="checkbox"/> NON-OWNED AUTOS ONLY						\$	
	UMBRELLA LIAB						EACH OCCURRENCE \$	
	<input type="checkbox"/> OCCUR						AGGREGATE \$	
	EXCESS LIAB						\$	
	<input type="checkbox"/> CLAIMS-MADE						\$	
	DED						\$	
	RETENTION \$						\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y / <input type="checkbox"/> N		N / A			E.L. EACH ACCIDENT \$	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$	
							E.L. DISEASE - POLICY LIMIT \$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Proof of Insurance

CERTIFICATE HOLDER

CANCELLATION

Elevate Events And Design Llc 7110 Danni Grace Cir Cheyenne WY 82009	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Curtis Luken
--	--

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OFFICIAL BALLOT
WAM-JPIC BOARD OF DIRECTORS

There are three (3) positions to be filled on the WAM-JPIC Board of Directors. The governing body of every participating member entity may vote for each opening as described below.

TOWN SEAT – Please vote for two (2) – Three Year Term

Angie Johnson, Clerk/Treasurer, Town of Meeteetse _____

Lori Hughes, Clerk/Treasurer, Town of Ten Sleep _____

Amanda Ysen, Council Member, Town of Dubois _____

City, Town or Joint Powers Board – Please vote for one (1) – Three Year Term

Tracy Glanz, Clerk/Treasurer, City of Worland _____

MAYOR/CHAIRPERSON/MANAGER: _____

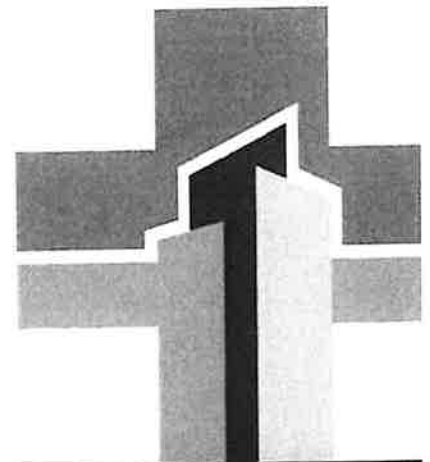
ATTEST: _____

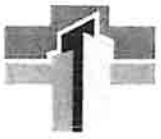
MEMBER ENTITY: _____

PLEASE RETURN THIS BALLOT BY MAIL OR FRIDAY, APRIL 19, 2024.

Earla Checchi at checchi@wyomuni.org

OR FAX: 307-632-1942





WAM·JPIC

Partners for Health

315 West 27 Street
Cheyenne, WY 82001

Item 11)

TO: Member Entities – Mayors, Administrators, Chairperson, and Clerks

FROM: Earla Checchi, Finance Manager

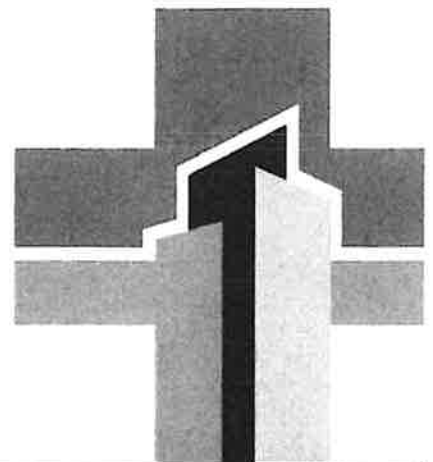
DATE: March 11, 2024

SUBJECT: WAM-JPIC Board of Directors Election

Enclosed please find an official ballot for the election of Directors to the WAM-JPIC Board. The governing body of every participating member entity may vote for each opening. Please make your choice, sign, and return to our office.

The ballot must be received in the WAM Office on or before Friday, April 19, 2024.

Please e-mail your ballot to
Earla at
checchi@wyomuni.org



**WAM-JPIC BOARD OF DIRECTORS
RESUME FOR NOMINATION
3 YEAR TERM CITY SEAT**

Tracy A. Glanz
P.O. Box 226
Worland, Wyoming 82401
307-347-2486
307-347-2480 (Fax)

Current Position:

Clerk/Treasurer for the City of Worland

Job History:

Hired by the City of Worland in September, 2000 as a Payroll Clerk; promoted to Deputy Clerk in April 2002 to begin training under the retiring Clerk/Treasurer and perform those duties during the afternoons. I was appointed as Clerk/Treasurer in January 2004.

Prior to my employment with the City, I was Administrative Assistant to the President of KCS Mountain Resources, Inc., and Office Manager. I spent 16 plus years in the oil and gas industry.

Boards/Committees/Other:

WAM-JPIC Board Member 2005-2024
Urban Systems Committee Secretary 2017-2024
Staff Member on 2015 Grow Worland Community Comprehensive Plan
WAMCAT Board Member 2006-2011
GLCW (Grace Lutheran Church Women) Past Board Member

Completed Certified Municipal Clerk Certification and recently earned the Master Municipal Clerk Certification through IIMC.



P.O. Box 5
415 5th Street
Ten Sleep, WY 82442
307-366-2265 (phone)
307-366-2228 (fax)

Town Of Ten Sleep

February 5, 2024

To Whom It May Concern:

Lori Hughes has been employed with the Town of Ten Sleep since July of 2003, as Town Clerk/Treasurer.

Lori is a very dedicated and knowledgeable clerk that has served Ten Sleep for almost 21 years. She is the first contact for almost everyone regarding town issues, acting as dispatch, encyclopedia, notary and buffer for the mayor/council as well as her regular duties as Clerk/Treasurer for the Town of Ten Sleep.

Lori's duties include: Organize, maintain and keep records of the local government's ongoing events and information, prepares ordinance summaries, status reports, responses to subpoenas and records requests, and presentations for staff and city council meetings. Conducts research and handle telephone and in-person inquiries from the public as well as meeting administration and planning, Management of by-laws, Articles of Incorporation, ordinances or other legal instruments. Assists in planning and administering regular town and special elections, including, but not limited to, preparing legal notices, preparing test decks and ballots, assembling, disassembling, cleaning and testing election equipment, processing absent voter ballots, training personnel and volunteers; recording and distributing results. Other duties as seen fit.

Lori is a wonderful Town Clerk. Please feel free to contact me at (307) 272-2295 should you require any further information.

Best Regards

Ernie Beckley
Mayor, Town of Ten Sleep

A little town with a big heart!

Angela R. Johnson

Objective

Experience

8/1/2000-Present

Town of Meeteetse

Meeteetse, WY

Clerk Treasurer-2003-Present/Deputy Clerk- 2000-2003

- Professional Administration, Managerial and Technical Duties
- Planning, Directing, Organizing and Controlling Administrative Processes
- Maintain Efficient and Economic Operations of the Town
- Directs Town Daily Operations
- Maintain Current and Accurate Records
- Manages the Preparation and Administration of Town's Budget
- Payroll
- Accounts Receivable- Utility Billing, Utility Rate Setting
- Accounts Payable
- Meeteetse Youth Work Program Administration- Payroll, Youth Monitoring, State Agency Coordination, Wyoming Community Foundation Coordination
- Grant Writing and Managing
- Town Strategic Planning
- Infrastructure Replacement Planning

2002-Present

Meeteetse Recreation District

Meeteetse, WY

Swimming Pool Supervisor

- Lifeguard Instructor
- Water Safety Instructor
- Community First Aid/CPR Instructor
- Schedule and Conduct Lifeguard In-Service training
- Prepare Lifeguard Schedule
- Prepare Swimming Pool Use Schedule

2002-Present

Meeteetse Fire District

Meeteetse, WY

Secretary

- Maintain Current and Accurate Records
- Accounts Payable
- Manages Financial Accounts

Meeteetse Community Facilities Joint Powers Board

2006-Present

Meeteetse, WY

Certified Pool Operator

- Maintains Swimming Pool Mechanical Equipment
- Maintains Swimming Pool Chemicals
- Maintains Current and Accurate Records
- Orders Supplies

Angela R. Johnson**Education**

1993-1998 **Jamestown College** **Jamestown, ND**

BA-Biology

- Minor Chemistry

IIMC-Certified Municipal Clerk-2008

IIMC-Master Municipal Clerk-2017

APT US & C- Certified Public Finance Administrator-2019

APT US & C - Certified Public Funds Investment Manager-2021

APT US & C- Advanced Certified Public Funds Investment Manager- 2021

APT US & C- Advanced Public Finance Administrator-2023

WLRA-Certified Pool Operator-2006- present

American Red Cross First Aid/CPR/AED Instructor-2006-present

American Red Cross Lifeguard Instructor, Water Safety Instructor, Professional CPR/AED Instructor 2006-present

Professional Development Academy- High Performance Leadership Academy- 12/2019

Board Experience

Meeteetse Cemetery District	2005-present
Meeteetse Community Facilities Joint Powers Board Treasurer	2005-present
WAM-JPIC	2008-9/6/2011
Meeteetse Youth Work Program Board Treasurer	2008-present
WAMCAT Education Committee	2012-2019
WAMCAT Board Member	2015-present
Scholarship Chair	2017-8/2019
Membership Chair	8/2019-2020
Vice President	1/2020-10/2021
Education Committee Chair	1/2020-10-2021
President	10/2021-present
Leadership Role:	
Meeteetse Swimming Pool- Committee	2005-
Secured WBC-Community Facilities Grant	2006
Meeteetse Swimming Pool Project Contact	2006
Town of Meeteetse-Strategic Planning Committee	2010-present
Town of Meeteetse Grant Writer	2000-present
Class of 2013-Leadership Wyoming	2013
IIMC Diversity Task Force	2017
Park County School District #16 Board Member	2016
Park County School District #16 Board Clerk	2017
Park County School District #16 Board Vice Chair	2018-present
IIMC Education and Professional Development Committee	04/2018
Vice Chairman	04/2019-05-2020
Chairman	05/2020-05/2021
Committee Member	05-2021-present
IIMC Region VIII Director	05-2022- present
WAM-JPIC	06/2018-present
APT US & C Education Committee	2020-present
2018 WAMCAT of the Year 2018	2018
Cody Medical Foundation Board	03/04/19-present
Park County Youth Hockey Girls U19 Head Coach	10/2014-2022
Team Wyoming Girls U19 Hockey Head Coach	10/2021-2022

Angela R. Johnson

Wyoming Government Investment Fund Board Member	11/22022-present
West Park Hospital Board Member	10/25/2023-present

Reference

References are available on request.

Amanda Ysen

Business Manager - Fremont County School District #2

Dubois, WY 82513
 ysen2511@msn.com
 307-450-7727

Multi-faceted experience with senior executive management experience; particular strengths include:

- Lead operations and strategic direction within a six-county region.
- Overseeing and coordinating all aspects of budgeting and financial management.
- Skilled grant writer who persuasively communicates the organizations mission and programs to funders.
- Leading organizations and departments through periods of substantial growth and transition.
- Visionary operations executive with solid experience managing all levels of multiple projects including budgeting, contracts/memorandum's of understanding, and administration.
- Building and retaining exceptional staffs and creating positive work environments.
- Working with constituent groups including boards, committees, employees, contracted employees, volunteers, and external community audiences.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Business Manager

Fremont County School District #2
 September 2016 to Present

Responsible for all financial and accounting functions including payroll of 70+ employees, budgeting, monthly reporting, WY state school reporting, financial statement preparations and overseeing annual audit. Oversight of grant management, food service, transportation, facilities management operations and teacherages/rental units. Updated numerous workflow processes from paper to cloud-based systems. Reorganized central office to streamline work product of three staff to increase efficiency and effectiveness. Provide administrative oversight of grant development and compliance with federal, state, and local statutes, ordinances, and regulations, as well as state and internal agency policies and procedures, and fiscal management and program coordination. Represent the organization in public arenas and promote the mission of the agency in the community and throughout the state. Maintain a positive and strong working relationship with FCSD2 Board of Trustees and organizational partners.

Executive Director

Support Within Reach - Bemidji, MN
 May 2008 to December 2016

Purpose: To reduce the impact and harm of sexual violence in the communities we serve.

Duties: Manage the organizations core functions in finance, administration, human resources, communications, and development. Responsible for the overall administration and leadership of the organization within a six-county service area and oversee 18 staff, contracted personnel, and volunteers. This includes the development, organization and implementation of victim services/advocacy, coordinated community response, volunteer, and prevention education/awareness programming.

Provide administrative oversight of grant development and compliance with federal, state, and local statutes, ordinances, and regulations, as well as state and internal agency policies and procedures; fiscal management and program coordination, and services to clients. Represent the organization in public arenas and promote the mission of the agency in the community and throughout the state. Carries out all duties related to personnel development, recruitment, training and supervision - overseeing employees, contracted nurses, and volunteers. Maintain a positive and strong working relationship with SWR board of directors and organizational partners. There was a short overlap of this position with my current employer. I was contracted with SWR to provide ongoing leadership till the new Executive Director was hired and then provided training to the new E.D.

Victim Services Coordinator

Support Within Reach - Grand Rapids, MN
May 2001 to April 2008

Assist clients through crisis intervention, basic counseling, & support group facilitation. Prepare and accompany victims to court hearings, assist in filing protective orders, reparations/restitution applications, & other sexual violence related court matters including child support, divorce, and custody court matters. Utilize a network of key individuals in the criminal justice, civil legal, and social service systems to facilitate client assistance. Work with professionals in the criminal justice system on behalf of clients such as court personnel. Provide professional training to new staff/volunteers, law enforcement, probation, medical personnel and other responders to victims of sexual violence. Maintain accurate and up-to-date documentation of phone calls, contacts, referrals, and court information. Coordinate and facilitate sexual assault protocol team in establishing, monitoring, & evaluating sexual assault protocols and policies. Assist in grant management through writing grants/reports, compliance with grants, and cooperative agreements.

Education

Master's in Public Administration

Capella University - Saint Paul, MN
October 2019 to Present

Bachelor of Science in Criminal Justice

Kaplan University - Davenport, IA
2008

Associate of Arts in Accounting & Law

Itasca Community College - Grand Rapids, MN
2005

Skills

- BUDGETING (10+ years)
- FORECASTING (10+ years)
- VENDOR NEGOTIATIONS
- EMPLOYEE BENEFITS (10+ years)
- PAYROLL (10+ years)

- Business Development
- Outlook
- Marketing
- Sales
- Data Entry
- accounting
- Excel
- Quickbooks
- Fiscal Management
- Financial Management
- Grant Writing
- Benefits Administration
- Facilities Management
- Research
- Account Reconciliation
- Management
- Financial Report Writing
- Recruiting
- Mobile Devices
- Legal Research
- Journal Entries
- Accounts Payable
- General Ledger Accounting
- Office Management
- Event Planning
- Operations Management
- Supervising experience

Additional Information

SKILLS

- Type approximately 60 wpm.
- Proficient at Microsoft Office (Word, Excel, & Power Point).
- Knowledgeable with Quick Books and other software applications such as Software Unlimited for School Districts.
- Payroll and employee benefits administration.
- Purchasing, procurement, contracts and vendor negotiations.
- Budgeting, forecasting, and long-range planning.
- Able to work independently or as a team.
- Critical thinking and work flow analysis.
- Self-motivated, organized, dependable, resourceful, and ethical.
- Solid business builder; track record of consistently improving performance.

- Comfortable using most office equipment (office phones, smart phones, computers, printers, copiers, calculators, cash registers, mobile devices/applications, postage machines, etc.).

Ph: 801-486-7285
 TF: 800-426-0509
 Fax: 801-487-1278
slcsales@lncurtis.com
 UEI#: DDLSADSWN7U7



10-422-740

Intermountain Item 16
 1635 South Gramercy Road
 Salt Lake City, UT 84104
www.LNCurtis.com
 Quotation No. 293839

Quotation

CUSTOMER:	SHIP TO:	QUOTATION NO.	ISSUED DATE	EXPIRATION DATE
Saratoga Volunteer Fire Department PO Box 486 Saratoga WY 82331-0096	Saratoga Volunteer Fire Department 116 South 1st Street Saratoga WY 82331	293839	03/08/2024	04/07/2024
		SALESPERSON	CUSTOMER SERVICE REP	
		Mark Cowen mcowen@lncurtis.com 406-320-1023	Mike Geddes mgeddes@lncurtis.com 385-259-7210	

REQUISITION NO.	REQUESTING PARTY	CUSTOMER NO.	TERMS	OFFER CLASS
	Creed James	C35667	Net 30	FR

F.O.B.	SHIP VIA	DELIVERY REQ. BY
SP	Standard Shipping	

NOTES & DISCLAIMERS

Thank you for this opportunity to quote. We are pleased to offer requested items below. If you have any questions, need additional information, or would like to place an order, please contact your Customer Service Rep as noted above.

Safety Warning Notice: Products offered, sold, or invoiced herewith may have an applicable Safety Data Sheet (SDS) as prepared by the manufacturer of the product. The SDS is provided with the product. In addition, manufacturer's safety and/or warning notices, instructions and information relating to the proper use and care of the product is provided with the product. All applicable SDS, safety and/or warning notices, instructions and other information provided with the product should be thoroughly read, reviewed, and understood prior to handling, distributing, using, reselling, or servicing any and all products provided by Curtis. Materials utilized to clean, repair, maintain and/or service your owned equipment, as well as Curtis owned equipment, may contain per-and polyfluoroalkyl substances (PFAS) to meet national standards or original equipment manufacturer specifications. For other important product notices and warnings, or to request an SDS, product specifications, manufacturer's safety notices, instructions and/or warning notices, please contact Curtis or visit <https://www.lncurtis.com/product-notices-warnings>

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	PL	UNIT PRICE	TOTAL PRICE
1	1	EA	XXC-52-NH1 TFT	Blitzfire Monitor Package Consisting of: *2.5NH Blitzfire Portable Base with Strap *XXB Blitzfire Storage Bracket *MST3NJ 2.5NH 3-Stacked Tips: 1.5", 1.25", and 1" *MD12A 2.5NH Max-Force Nozzle		\$5,180.25	\$5,180.25

****THE TRANSPORTATION COST IS NOT INCLUDED IN THE ABOVE PRICING****

Ph: 801-486-7285
TF: 800-426-0509
Fax: 801-487-1278
slcsales@lncurtis.com
UEI#: DDLSADSWN7U7

CURTIS

TOOLS FOR HEROES

Intermountain Item 16)
1635 South Gramercy Road
Salt Lake City, UT 84104
www.LNCurtis.com
Quotation No. 293839

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	PL	UNIT PRICE	TOTAL PRICE
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Small Business
CAGE Code: 5E720
SIC Code: 5099
Federal Tax ID: 94-1214350
UEI #DDLSADSWN7U7

This pricing remains firm until 04/07/2024. Contact us for updated pricing after this date.

Due to market volatility and supply shortages, we recommend contacting your local L.N. Curtis and sons office prior to placing your order to confirm pricing and availability. This excludes our GSA Contract and other Fixed Price Contracts which are governed by contract-specific prices, terms, and conditions.

Subtotal	\$5,180.25
Estimated Tax Total	\$0.00
Transportation*	\$0.00
*(to be added when order ships)	
Total	\$5,180.25

[View Terms of Sale and Return Policy](#)



MUNICIPAL EMERGENCY SERVICES

(877) 637-3473

Quote

10-411-740

Item 17

Quote # QT1768341
Date 12/13/2023
Expires 03/29/2024
Sales Rep Brown, Nathan
Shipping Method FedEx Ground
Customer Saratoga Volunteer Fire Department (WY)
Customer # C251871

Bill To

Saratoga Volunteer Fire Department (WY)
 112 E Spring Ave
 Saratoga WY 82331
 United States

Ship To

Saratoga Volunteer Fire Department (WY)
 112 E Spring Ave
 Saratoga WY 82331
 United States

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
FW-AAAX			Seek FirePRO 200 Thermal Imager	2	\$769.00	\$1,538.00
RT4-4505			Fire Pro 300 - Aluminum Carabiner Mount	2	\$34.99	\$69.98

Subtotal \$1,607.98

Shipping Cost \$10.00

Tax Total \$0.00

Total \$1,617.98

This Quotation is subject to any applicable sales tax and shipping and handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1768341

CONTRACT FOR CONSTRUCTION OF A SMALL PROJECT

This Contract is by and between Town of Saratoga (Owner) and
Plattoga Holdings LLC (Contractor).

Owner and Contractor hereby agree as follows:

ARTICLE 1 - THE WORK

1.01 Work

- A. Work includes all labor, materials, equipment, services, and documentation necessary to construct the Project defined herein. The Work may include related services such as testing, start-up, and commissioning, all as required by the Contract Documents.
- B. The Contractor shall complete all Work as specified or indicated in the Contract Documents. The Project is generally described as follows:
 - 1. **[Saratoga Recycled Asphalt Crushing Project] which includes [Crushing approximately 4000 tons of recycled asphalt that is located on Town property. This work will include the processing and piling of this material. All work will take place on Town property and piled in accordance with the Exhibit 1 attached to this contract.]**
 - 2. The Site of the Work includes property, easements, and designated work areas described in greater detail in the Contract Documents but generally located **[At the intersection of 11th Street and West Walnut Ave. in Saratoga. The location is adjacent to publicly traveled roads.]**

ARTICLE 2 - CONTRACT DOCUMENTS

2.01 Intent of Contract Documents

- A. It is the intent of the Contract Documents to describe a functionally complete project. The Contract Documents do not indicate or describe all of the Work required to complete the Project. Additional details required for the correct installation of selected products are to be provided by the Contractor and coordinated with the Owner. This Contract supersedes prior negotiations, representations, and agreements, whether written or oral. The Contract Documents are complementary; what is required by one part of the Contract Documents is as binding as if required by other parts of the Contract Documents.
- B. Contractor, and its subcontractors and suppliers, shall not have or acquire any title to or ownership rights to any of the Drawings, Specifications, or other documents (including copies or electronic media editions) prepared by Engineer or its consultants.

2.02 Contract Documents Defined

- A. The Contract Documents consist of the following documents:
 - 1. This Contract.
 - 2. Specifications listed in the Table of Contents.

3. Exhibits to this Contract (enumerated as follows):
 - a. **[Exhibit 1-Site Map of materials locations and piling locations]**.
4. The following which may be delivered or issued on or after the Effective Date of the Contract:
 - a. Work Change Directives (EJCDC C-940).
 - b. Change Orders (EJCDC C-941).
 - c. Field Orders.

ARTICLE 3 - ENGINEER

3.01 Engineer

- A. The Engineer for this Project is **none**

ARTICLE 4 - CONTRACT TIMES

4.01 Contract Times

- A. The Work will be substantially completed on or before **[April 30, 2024]** and completed and ready for final payment on or before **[April 30, 2024]**.
- B. Work will occur only between the hours Monday through Friday 7:00 am to 7 p.m.
- C. Unless otherwise agreed to by the parties no work will occur on government holidays.

4.02 Liquidated Damages

- A. Contractor and Owner recognize that time is of the essence in the performance of the Contract, and that Owner will incur damages if Contractor does not complete the Work according to the requirements of Paragraph 4.01. Because such damages for delay would be difficult and costly to determine, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty) Contractor shall pay Owner **[\$100]** for each day that expires after the Contract Time for substantial completion.

4.03 Delays in Contractor's Progress

- A. If Owner, Engineer, or anyone for whom Owner is responsible, delays, disrupts, or interferes with the performance or progress of the Work, then Contractor shall be entitled to an equitable adjustment in the Contract Times and Contract Price. Contractor's entitlement to an adjustment of the Contract Times is conditioned on such adjustment being essential to Contractor's ability to complete the Work within the Contract Times.
- B. Contractor shall not be entitled to an adjustment in Contract Price or Contract Times for delay, disruption, or interference caused by or within the control of Contractor or their subcontractors or suppliers.
- C. If Contractor's performance or progress is delayed, disrupted, or interfered with by unanticipated causes not the fault of and beyond the control of Owner, Contractor, and those for which they are responsible, then Contractor shall be entitled to an equitable adjustment in Contract Times.

- D. Contractor shall not be entitled to an adjustment in Contract Price or Contract Times for any delay, disruption, or interference if such delay is concurrent with a delay, disruption, or interference caused by or within the control of Contractor or Contractor's subcontractors or suppliers.

4.04 Progress Schedules

- A. Contractor shall develop a progress schedule and submit to the Owner for review and comment before starting Work on the Site. The Contractor shall modify the schedule in accordance with the comments provided by the Engineer.
- B. The Contractor shall update and submit the progress schedule to the Engineer each month. The Owner may withhold payment if the Contractor fails to submit the schedule.

ARTICLE 5 - CONTRACT PRICE

5.01 Payment

- A. Owner shall pay Contractor in accordance with the Contract Documents at the following unit prices for each unit of Work completed:

Item No.	Description	Unit	Estimated Quantity	Unit Price	Extended Price
1.	Mobilization to and from job site	LS	1	\$2500.00	\$3,250.00
2.	Crush and pile Town of Saratoga's Recycled Asphalt (Crushed Asphalt shall be the size of 1" minus). Processed material shall be piled in accordance with Exhibit-1	Ton	4000	\$6.50	\$26,000.00
Total of all extended prices for Estimated Quantities of Work					
					\$28,500.00

Payment will be made in an amount equal to the total of all extended prices for actual Work completed. The extended price is determined by multiplying the unit price times the actual quantity of that Work item completed. Actual quantities installed will be determined by the Engineer.

ARTICLE 6 - BONDS AND INSURANCE

6.01 Bonds-none required

6.02 Insurance

- A. Before starting Work, Contractor shall furnish evidence of insurance from companies that are duly licensed or authorized in the jurisdiction in which the Project is located with a

minimum AM Best rating of A-VII or better. Contractor shall provide insurance in accordance with the following:

1. Contractor shall provide coverage for not less than the following amounts, or greater where required by Laws and Regulations:

a. Workers' Compensation:

State:	Statutory	_____
Employer's Liability:		
Bodily Injury, each Accident	\$	_____
Bodily Injury By Disease, each Employee	\$	_____
Bodily Injury/Disease Aggregate	\$	_____

b. Commercial General Liability:

General Aggregate	\$	_____
Products - Completed Operations Aggregate	\$	_____
Personal and Advertising Injury	\$	_____
Each Occurrence (Bodily Injury and Property Damage)	\$	_____

c. Automobile Liability herein:

Bodily Injury:		
Each Person	\$	_____
Each Accident	\$	_____
Property Damage:		
Each Accident	\$	_____
Combined Single Limit of:	\$	_____

d. Excess or Umbrella Liability:

Per Occurrence	\$	_____
General Aggregate	\$	_____

e. Contractor's Pollution Liability:

Each Occurrence	\$	_____
General Aggregate	\$	_____

B. All insurance policies required to be purchased and maintained will contain a provision or endorsement that the coverage afforded will not be canceled or materially changed or renewal refused until at least 10 days prior written notice has been given to the insured and additional insured.

C. Automobile liability insurance provided by Contractor shall provide coverage against claims for damages because of bodily injury or death of any person or property damage arising out

of the ownership, maintenance, or use of any motor vehicle. The automobile liability policy shall be written on an occurrence basis.

- D. Contractor's commercial general liability policy shall be written on a 1996 or later ISO commercial general liability occurrence form and include the following coverages and endorsements:
1. Products and completed operations coverage maintained for three years after final payment;
 2. Blanket contractual liability coverage to the extent permitted by law;
 3. Broad form property damage coverage; and
 4. Severability of interest; underground, explosion, and collapse coverage; personal injury coverage.
- E. The Contractor's commercial general liability and automobile liability, umbrella or excess, and pollution liability policies shall include and list Owner and Engineer and the respective officers, directors, members, partners, employees, agents, consultants, and subcontractors of each as additional insureds; and the insurance afforded to these additional insureds shall provide primary coverage for all claims covered thereby (including as applicable those arising from both ongoing and completed operations) on a non-contributory basis.
1. Additional insured endorsements will include both ongoing operations and products and completed operations coverage through ISO Endorsements CG 20 10 10 01 and CG 20 37 10 01 (together). If Contractor demonstrates to Owner that the specified ISO endorsements are not commercially available, then Contractor may satisfy this requirement by providing equivalent endorsements.
 2. Contractor shall provide ISO Endorsement CG 20 32 07 04, "Additional Insured—Engineers, Architects or Surveyors Not Engaged by the Named Insured" or its equivalent for design professional additional insureds.
- F. Umbrella or excess liability insurance shall be written over the underlying employer's liability, commercial general liability, and automobile liability insurance. Subject to industry-standard exclusions, the coverage afforded shall be procured on a "follow the form" basis as to each of the underlying policies. Contractor may demonstrate to Owner that Contractor has met the combined limits of insurance (underlying policy plus applicable umbrella) specified for employer's liability, commercial general liability, and automobile liability through the primary policies alone, or through combinations of the primary insurance policies and an umbrella or excess liability policy.
- G. The Contractor shall provide property insurance covering physical loss or damage during construction to structures, materials, fixtures, and equipment, including those materials, fixtures, or equipment in storage or transit.
- H. If Contractor has failed to obtain and maintain required insurance, Owner may exclude the Contractor from the Site, impose an appropriate set-off against payment, and exercise Owner's termination rights under Article 15.

ARTICLE 7 - CONTRACTOR'S RESPONSIBILITIES**7.01 Supervision and Superintendence**

- A. Contractor shall supervise and direct the Work competently and efficiently, devoting such attention thereto and applying such skills and expertise as may be necessary to perform the Work in accordance with the Contract Documents. Contractor shall be solely responsible for the means, methods, techniques, sequences, safety, and procedures of construction.
- B. Contractor shall assign a competent resident superintendent who is to be present at all times during the execution of the Work. This resident superintendent shall not be replaced without written notice to and approval by the Owner except under extraordinary circumstances.
- C. Contractor shall at all times maintain good discipline and order at the Site.
 - 1. Contractor shall wet material to minimize the amount of dust produced from crushing operations.
- D. Except as otherwise required for the safety or protection of persons or the Work or property at the Site or adjacent thereto, and except as otherwise stated in the Contract Documents, all Work at the Site shall be performed during regular working hours, Monday through Friday.

7.02 Other Work at the Site

- A. In addition to and apart from the Work of the Contractor, other work may occur at or adjacent to the Site. Contractor shall take reasonable and customary measures to avoid damaging, delaying, disrupting, or interfering with the work of Owner, any other contractor, or any utility owner performing other work at or adjacent to the Site.

7.03 Services, Materials, and Equipment

- A. Unless otherwise specified in the Contract Documents, Contractor shall provide and assume full responsibility for all services, materials, equipment, labor, transportation, construction equipment and machinery, tools, appliances, fuel, power, light, heat, telephone, water, sanitary facilities, instruments for measuring sand during pumping, flow meters for measuring pumping rates during pump testing, temporary facilities, and all other facilities and incidentals necessary for the performance, testing, start up, and completion of the Work, whether or not such items are specifically called for in the Contract Documents.
- B. All materials and equipment incorporated into the Work shall be new, of good quality and shall be stored, applied, installed, connected, erected, protected, used, cleaned, and conditioned in accordance with instructions of the applicable supplier, except as otherwise may be provided in the Contract Documents.

7.04 Subcontractors and Suppliers

- A. Contractor may retain subcontractors and suppliers for the performance of parts of the Work. Such subcontractors and suppliers must be acceptable to Owner.

7.05 Quality Management

- A. Contractor is fully responsible for the managing quality to ensure Work is completed in accordance with the Contract Documents.

7.06 Licenses, Fees and Permits

- A. Contractor shall pay all license fees and royalties and assume all costs incident to performing the Work or the incorporation in the Work of any invention, design, process, product, or device which is the subject of patent rights or copyrights held by others.
- B. Contractor shall obtain and pay for all construction permits and licenses unless otherwise provided in the Contract Documents.

7.07 Laws and Regulations; Taxes

- A. Contractor shall give all notices required by and shall comply with all local, state, and federal Laws and Regulations applicable to the performance of the Work. Except where otherwise expressly required by applicable Laws and Regulations, neither Owner nor Engineer shall be responsible for monitoring Contractor's compliance with any Laws or Regulations.
- B. Contractor shall bear all resulting costs and losses, and shall indemnify and hold harmless Owner and Engineer, and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them from and against all claims, costs, losses, and damages if Contractor performs any Work or takes any other action knowing or having reason to know that it is contrary to Laws or Regulations.
- C. Contractor shall pay all applicable sales, consumer, use, and other similar taxes Contractor is required to pay in accordance with Laws and Regulations.

7.08 Record Documents

- A. Contractor shall maintain one record of measurements and notes during the crushing activities. These records shall include.
 - 1. Records from scales that can verify the amount of material that was processed through Contractors' crusher. Scales shall be properly calibrated.

7.09 Safety and Protection

- A. Contractor shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work.
- B. Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury, or loss to:
 - 1. All persons on the Site or who may be affected by the Work;
 - 2. All the Work and materials and equipment to be incorporated therein, whether in storage on or off the Site; and
 - 3. Other property at the Site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, other work in progress, utilities, and underground facilities not designated for removal, relocation, or replacement in the course of construction.
- C. All damage, injury, or loss to any property caused, directly or indirectly, in whole or in part, by Contractor, or anyone for whose acts the Contractor may be liable, shall be remedied by Contractor at its expense (except damage or loss attributable to the fault of Contract Documents or to the acts or omissions of Owner or Engineer and not attributable, directly or indirectly, in whole or in part, to the fault or negligence of Contractor).

- D. Contractor shall be responsible for coordinating any exchange of material safety data sheets or other hazard communication information required to be made available to or exchanged between or among employers at the Site in accordance with Laws or Regulations.
- E. In emergencies affecting the safety or protection of persons or the Work or property at the Site or adjacent thereto, Contractor shall act to prevent threatened damage, injury, or loss. Contractor shall give Owner prompt written notice if Contractor believes that any significant changes in the Work or variations from the Contract Documents have been caused thereby or are required as a result thereof. If the Parties determines that a change in the Contract Documents is required because of the action taken by Contractor in response to such an emergency, a Work Change Directive or Change Order will be issued.

7.10 Warranties and Guarantees

- A. Contractor warrants and guarantees to Owner that all Work will be in accordance with the Contract Documents and will not be defective. Engineer and its officers, directors, members, partners, employees, agents, consultants, and subcontractors shall be entitled to rely on Contractor's warranty and guarantee.

7.11 Correction Period

- A. If within one year after the date of substantial completion, any Work is found to be defective, or if the repair of any damages to the Site, adjacent areas that Contractor has arranged to use through construction easements or otherwise, and other adjacent areas used by Contractor as permitted by Laws and Regulations, is found to be defective, then Contractor shall promptly and without cost to Owner, correct such defective Work.

7.12 Indemnification

- A. To the fullest extent permitted by Laws and Regulations, and in addition to any other obligations of Contractor under the Contract or otherwise, Contractor shall indemnify and hold harmless Owner, its officers, directors, members, partners, employees, agents, consultants from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to the performance of the Work, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of Contractor, any subcontractor, any supplier, or any individual or entity directly or indirectly employed by any of them to perform any of the Work or anyone for whose acts they may be liable.

ARTICLE 8 - OWNER'S RESPONSIBILITIES

8.01 Owner's Responsibilities

- A. Owner shall make payments to Contractor as provided in this Contract.
- B. Owner shall provide Site and easements required to construct the Project.
- C. If Owner intends to contract with others for the performance of other work at or adjacent to the Site, unless stated elsewhere in the Contract Documents, Owner shall have sole authority and responsibility for such coordination.

- D. The Owner shall be responsible for performing inspections and tests required by applicable codes.
- E. The Owner shall not supervise, direct, or have control or authority over, nor be responsible for, Contractor's means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs, or for any failure of Contractor to comply with Laws and Regulations applicable to the performance of the Work. Owner will not be responsible for Contractor's failure to perform the Work in accordance with the Contract Documents.
- F. While at the Site, Owner's employees and representatives shall comply with the specific applicable requirements of Contractor's safety programs of which Owner has been informed.
- G. Owner shall furnish copies of any applicable Owner safety programs to Contractor.
- H. Owner shall be responsible for snow removal to ensure Contractor can achieve access to the worksite.
- I. Owner shall be available to operator the Town's Municipal water system equipment to assist the Contractor in completing the work. This shall include but not be limited to setting up hoses and valves to provide water to the crushing site. All water shall be applied at the work site by Contractor.
- J. Owner shall be available to operate and provide breaking equipment for materials that are greater in size than the Contractors equipment will accept. The Town shall operate all breaking equipment.

ARTICLE 9 - CHANGES IN THE WORK

9.01 Authority to Change the Work

- A. Without invalidating the Contract and without notice to any surety, Owner may, at any time or from time to time, order additions, deletions, or revisions in the Work.

9.02 Change Orders

- A. Owner and Contractor shall execute appropriate Change Orders covering:
 1. Changes in the Contract Price or Contract Times which are agreed to by the parties, including any undisputed sum or amount of time for Work actually performed in accordance with a Work Change Directive;
 2. Changes in the Work which are: (a) ordered by Owner or (b) agreed to by the parties
 3. Changes in the Contract Price or Contract Times or other changes which embody the substance of any final binding results under Article 12.
- B. If the provisions of any bond require notice to be given to a surety of any change affecting the general scope of the Work or the provisions of the Contract Documents (including, but not limited to, Contract Price or Contract Times), the giving of any such notice will be Contractor's responsibility. The amount of each applicable bond will be adjusted to reflect the effect of any such change.

ARTICLE 10 - CLAIMS AND DISPUTE RESOLUTION**10.01 Claims Process**

- A. The party submitting a claim shall deliver it directly to the other party to the Contract.
- B. The party receiving a claim shall review it thoroughly, giving full consideration to its merits. The two parties shall seek to resolve the claim through the exchange of information and direct negotiations. All actions taken on a claim shall be stated in writing and submitted to the other party.
- C. If efforts to resolve a claim are not successful, the party receiving the claim may deny it by giving written notice of denial to the other party. If the receiving party does not take action on the claim within 45 days, the claim is deemed denied.
- D. If the dispute is not resolved to the satisfaction of the parties, Owner or Contractor shall give written notice to the other party of the intent to submit the dispute to a court of competent jurisdiction unless the Owner and Contractor both agree to an alternative dispute resolution process.

ARTICLE 11 - TESTS AND INSPECTIONS; CORRECTION OF DEFECTIVE WORK**11.01 Tests and Inspections**

- A. Owner will have access to the Site and the Work at reasonable times for their observation, inspection, and testing. Contractor shall provide them proper and safe conditions for such access.
- B. Contractor shall give Owner timely notice of readiness of the Work for all required inspections and tests, and shall cooperate with inspection and testing personnel to facilitate required inspections and tests.

11.02 Defective Work

- A. Contractor shall ensure that the Work is not defective.
- B. Prompt notice of all defective work of which Owner has actual knowledge will be given to Contractor.
- C. The Contractor shall promptly correct all such defective Work.
- D. When correcting defective Work, Contractor shall take no action that would void or otherwise impair Owner's special warranty and guarantee, if any, on said Work.
- E. If the Work is defective or Contractor fails to supply sufficient skilled workers or suitable materials or equipment, or fails to perform the Work in such a way that the completed Work will conform to the Contract Documents, then Owner may order Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated.

ARTICLE 12 - PAYMENTS TO CONTRACTOR**12.01 Progress Payments**

- A. The Contractor shall prepare a schedule of values that will serve as the basis for progress payments. The schedule of values will be in a form of application for payment acceptable to

Owner. The unit price breakdown submitted with the bid will be used for unit price work. Break lump sum items into units that will allow for measurement of Work in progress.

12.02 Applications for Payments:

- A. Contractor shall submit an application for payment in a form acceptable to the Owner, no more frequently than monthly, to Owner. Applications for payment will be prepared and signed by Contractor. Contractor shall provide supporting documentation required by the Contract Documents. Payment will be paid for Work completed as of the date of the application for payment.

12.03 Review of Applications

- A. Within 10 days after receipt of each application for payment, the Owner will indicate any discrepancies with the application to Contractor. The Contractor will make the necessary corrections and resubmit the application for payment. All pay applications will be paid by owner no later than 30 days after receipt.
- B. The Owner is entitled to impose set-offs against payment based on any claims that have been made against Owner on account of Contractor's conduct in the performance of the Work, incurred costs, losses, or damages on account of Contractor's conduct in the performance of the Work, or liquidated damages that have accrued as a result of Contractor's failure to complete the Work.

12.04 Contractor's Warranty of Title

- A. Contractor warrants and guarantees that title to all Work, materials, and equipment furnished under the Contract will pass to Owner free and clear of (1) all liens and other title defects, and (2) all patent, licensing, copyright, or royalty obligations, no later than seven days after the time of payment by Owner.

12.05 Substantial Completion

- A. The Contractor shall notify the Owner in writing that the Work is substantially complete and request the Owner issue a certificate of substantial completion when Contractor considers the Work ready for its intended use. Contractor shall at the same time submit to Owner an initial draft of punch list items to be completed or corrected before final payment.
- B. Owner will make an inspection of the work with the Contractor to determine the status of completion.
- C. If Owner considers the Work substantially complete or upon resolution of all reasons for non-issuance of a certificate identified in 14.06.B, Owner will deliver to a certificate of substantial completion which shall fix the date of substantial completion and include a punch list of items to be completed or corrected before final payment.

12.06 Final Inspection

- A. Upon written notice from Contractor that the entire Work is complete, Owner will promptly make a final inspection with Contractor and will notify Contractor in writing of all particulars in which this inspection reveals that the Work, or agreed portion thereof, is incomplete or defective. Contractor shall immediately take such measures as are necessary to complete such Work or remedy such deficiencies.

12.07 Final Payment

- A. An 8 percent sum of the total contract will be withheld from payment until owner certifies that the work is ready for final payment.
- B. Contractor may make application for final payment after Contractor has satisfactorily completed all Work defined in the Contract, including providing all maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance, certificates of inspection, annotated record documents and other documents.
- C. The final application for payment shall be accompanied (except as previously delivered) by:
 - 1. All documentation called for in the Contract Documents;
 - 2. A list of all disputes that Contractor believes are unsettled; and
- D. The Work is complete (subject to surviving obligations) when it is ready for final payment as established by this contract.

12.08 Waiver of Claims

- A. The making of final payment will not constitute a waiver by Owner of claims or rights against Contractor.
- B. The acceptance of final payment by Contractor will constitute a waiver by Contractor of all claims and rights against Owner other than those pending matters that have been duly submitted.

ARTICLE 13 - SUSPENSION OF WORK AND TERMINATION

13.01 Owner May Suspend Work

- A. At any time and without cause, Owner may suspend the Work or any portion thereof for a period of not more than 60 consecutive days by written notice to Contractor and Engineer. Such notice will fix the date on which Work will be resumed. Contractor shall resume the Work on the date so fixed. Contractor shall be entitled to an adjustment in the Contract Price or an extension of the Contract Times, or both, directly attributable to any such suspension.

13.02 Owner May Terminate for Cause

- A. Contractor's failure to perform the Work in accordance with the Contract Documents or other failure to comply with a material term of the Contract Documents will constitute a default by Contractor and justify termination for cause.
- B. If Contractor defaults in its obligations, then after giving Contractor and any surety ten days written notice that Owner is considering a declaration that Contractor is in default and termination of the Contract, Owner may proceed to:
 - 1. Declare Contractor to be in default, and give Contractor and any surety notice that the Contract is terminated; and
 - 2. Enforce the rights available to Owner under any applicable performance bond.
- C. Owner may not proceed with termination of the Contract under Paragraph 13.02.B if Contractor within seven days of receipt of notice of intent to terminate begins to correct its failure to perform and proceeds diligently to cure such failure.

- D. Subject to the terms and operation of any applicable performance bond, if Owner has terminated the Contract for cause, Owner may exclude Contractor from the Site, take possession of the Work, incorporate in the Work all materials and equipment stored at the Site or for which Owner has paid Contractor but which are stored elsewhere, and complete the Work as Owner may deem expedient.
- E. In the case of a termination for cause, if the cost to complete the Work, including related claims, costs, losses, and damages, exceeds the unpaid contract balance, Contractor shall pay the difference to Owner.

13.03 Owner May Terminate for Convenience

- A. Upon seven days written notice to Contractor, Owner may, without cause and without prejudice to any other right or remedy of Owner, terminate the Contract. In such case, Contractor shall be paid for, without duplication of any items:
 - 1. Completed and acceptable Work executed in accordance with the Contract Documents prior to the effective date of termination, including fair and reasonable sums for overhead and profit on such Work;
 - 2. Expenses sustained prior to the effective date of termination in performing services and furnishing labor, materials, or equipment as required by the Contract Documents in connection with uncompleted Work, plus fair and reasonable sums for overhead and profit on such expenses; and
 - 3. Other reasonable expenses directly attributable to termination, including costs incurred to prepare a termination for convenience cost proposal.
- B. Contractor shall not be paid on account of loss of anticipated overhead, profits, or revenue, or other economic loss arising out of or resulting from such termination.

13.04 Contractor May Stop Work or Terminate

- A. If, through no act or fault of Contractor, (1) the Work is suspended for more than 90 consecutive days by Owner or under an order of court or other public authority, or (2) Owner fails for 30 days to pay Contractor any sum finally determined to be due, then Contractor may, upon seven days written notice to Owner, and provided Owner does not remedy such suspension or failure within that time, either stop the Work until payment is received, or terminate the Contract and recover payment from the Owner.

ARTICLE 14 - CONTRACTOR'S REPRESENTATIONS

14.01 Contractor Representations

- A. Contractor makes the following representations when entering into this Contract:
 - 1. Contractor has examined and carefully studied the Contract Documents, and any data and reference items identified in the Contract Documents.
 - 2. Contractor has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 - 3. Contractor is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

4. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on:
 - a. The cost, progress, and performance of the Work;
 - b. The means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and
 - c. Contractor's safety precautions and programs.
5. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
6. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
7. Contractor has given Owner written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Owner is acceptable to Contractor.
8. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
9. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that, without exception, all prices in the Contract are premised upon performing and furnishing the Work required by the Contract Documents.

ARTICLE 15 - MISCELLANEOUS

15.01 Cumulative Remedies

- A. The duties and obligations imposed by this Contract and the rights and remedies available hereunder to the parties hereto are in addition to, and are not to be construed in any way as a limitation of, any rights and remedies available to any or all of them which are otherwise imposed or available by Laws or Regulations, by special warranty or guarantee, or by other provisions of the Contract. The provisions of this paragraph will be as effective as if repeated specifically in the Contract Documents in connection with each particular duty, obligation, right, and remedy to which they apply.

15.02 Limitation of Damages

- A. Neither Owner, Engineer, nor any of their officers, directors, members, partners, employees, agents, consultants, or subcontractors, shall be liable to Contractor for any claims, costs, losses, or damages sustained by Contractor on or in connection with any other project or anticipated project.

15.03 No Waiver

- A. A party's non-enforcement of any provision shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Contract.

15.04 Survival of Obligations

- A. All representations, indemnifications, warranties, and guarantees made in, required by, or given in accordance with the Contract, as well as all continuing obligations indicated in the Contract, will survive final payment, completion, and acceptance of the Work or termination or completion of the Contract or termination of the services of Contractor.

15.05 Contractor's Certifications

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract.

15.06 Controlling Law

- A. This Contract is to be governed by the law of the state in which the Project is located.

IN WITNESS WHEREOF, Owner and Contractor have signed this Contract.

This Contract will be effective on _____ (which is the Effective Date of the Contract).

OWNER:

CONTRACTOR:

By: _____

By: _____

Title: _____

Title: _____

(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest: _____

Attest: _____

Title: _____

Title: _____

Address for giving notices:

Address for giving notices:

License No.: _____
(where applicable)

(If Owner is a corporation, attach evidence of authority to sign. If Owner is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of this Contract.)